



Information Packet for applying to the Colorado Mountain College Law Enforcement Training Academy

To be eligible for appointment as a peace officer, an applicant must first be certified by the Peace Officer Standards and Training (POST) Board. By law Basic certification requires successful completion of a POST-approved Basic academy, successful completion of the POST certification examination, and a background check

CMC's Colorado Law Enforcement Training Academy seeks to provide the highest quality training for those who want to be of service to their communities as police officers. We emphasize a community-oriented policing approach in our training programs, stressing teamwork, responsibility, and an openness to learning new and challenging approaches to providing police services.

We have been training police officers for over thirty years and are very proud of the contribution we have made through our graduates to the quality of life here in Colorado. Since CLETA's beginnings, more than 1,400 officers have graduated and joined over 100 Colorado law enforcement agencies.

Our academy program has a proven track record with many past graduates employed at various police agencies, as well as currently instructing in our academy. Our graduates include Chiefs of police, Sheriffs, Undersheriffs, Commanders, Captains, Lieutenants, Sergeants, K-9 Handlers, Investigators and Academy Directors. We actively solicit police and criminal justice agencies hiring during the academy and offer our cadets the opportunity to test and receive conditional job offers while completing the academy

Entry Requirements

1. Age 21 or older
2. GED or High School Diploma
3. Must possess a valid Colorado driver's license
4. **HAVE NO PRIOR FELONY CONVICTIONS**
5. **HAVE NO CONVICTION OF ANY CRIME INVOLVING DOMESTIC VIOLENCE**
6. **A MISDEMEANOR CONVICTION MAY PROHIBIT A PERSON FROM BECOMING CERTIFIED IN COLORADO.**
7. **CANNOT HAVE A DISHONORABLE DISCHARGE FROM THE MILITARY**
8. ***IF YOU HAVE A CONCERN, PLEASE CONTACT THE DIRECTOR OF THE ACADEMY TO CLEAR UP ANY CONCERNS PRIOR TO APPLYING FOR THE ACADEMY.***

Application Process

1. Complete the Colorado Mountain College general application
2. Complete the CLETA supplementary application
3. Interview with the Academy Director
4. Complete all items on the attached checklist

Important Information

In order for us to process your application you **must** submit the following with your application:

1. **A Photocopy of High School or GED Diploma**
2. **A Photocopy of your driver license.**
3. **Fingerprints**

Colorado revised statutes 24-31-304, C.R.S. and Rule 14(c) requires that all academy applicants must have fingerprints submitted to CBI ***before the academy class begins***. Fingerprints results are used to determine eligibility for certification by Colorado P.O.S.T.

Pursuant to the Federal Bureau of Investigation (FBI), Criminal Justice Information Service (CJIS) Division policy, applicants have specific privacy rights when submitting fingerprints for criminal background checks. Please see attached Noncriminal Justice Applicant's Privacy Rights or click the link at: <https://www.fbi.gov/services/cjis/compact-council/guiding-principlesnoncriminal-justice-applicants-privacy-rights>

Per § 24-31-304(3) C.R.S. (2005), it is the applicant's responsibility to provide the Colorado Bureau of Investigation (CBI) with the fingerprints and payment for the state and national fingerprint-based criminal history record check. Upon receipt of the fingerprints and payment for the costs, CBI shall conduct a state and national fingerprint-based criminal history record check utilizing records of CBI and the FBI. The POST Board shall be the authorized agency to receive information regarding the result of a national fingerprintbased criminal history record check.

Per § 24-31-305(1.5)(a) (2005), the POST Board shall deny certification to any person who has been convicted of a felony or certain misdemeanors after July 1, 2001 that are listed in § 24-31-305(1.5)(b) through (h) (2005), including entering into a deferred prosecution or pretrial diversion agreement, deferred judgment and sentencing agreement and deferred sentencing agreement; whether pending or successfully completed. Juvenile adjudications/record are not considered a "conviction" unless filed in adult court.

For questions about POST Rule 8 or criminal convictions, please contact POST directly via email at: POST@coag.gov .

There are two options to submit fingerprints:

1. Go through a law enforcement agency and use a physical POST fingerprint card. (Please note that using the POST fingerprint card ensures that POST always receives the results.)
2. Go through a vendor and submit digital fingerprints.

POST Fingerprint Card Procedure:

1. Contact POST and order a fingerprint card.
2. Take POST fingerprint card to a law enforcement agency to roll your fingerprints. The law enforcement agency will roll the applicant's fingerprints and charge any required fee for the process to the applicant. (Live Scan may be used if the agency has set up an account with CBI to conduct fingerprints for POST.)
3. The applicant will forward the completed fingerprint card to CBI, accompanied by a certified check or money order, made out to CBI in the amount of \$39.50 (CBI does not accept personal checks).

Check list for Colorado Mountain College Law Enforcement Training Academy

- _____ **CMC general Application**
- _____ **CLETA application**
- _____ **Proof of fingerprints sent to P.O.S.T. with the date they were sent**
Date fingerprints Sent _____
- _____ **Copy of Military Discharge (If you are a veteran)**
DD214 Form _____
- _____ **Copy of Current CPR/First Aid Cards**
- _____ **High School Transcript or Copy of Diploma**
- _____ **Copy of current valid driver's license**
- _____ **Interview with the Director of the Law Enforcement Training Academy**
- _____ **Third Party Billing Form if Sponsored**
- _____ **Signed Liability Waiver**
- _____ **Signed Certification of Lack of Criminal History**
- _____ **Signed Falsification Statement**

Program Information

This program exceeds the hours required by P.O.S.T. for a Basic Law Enforcement Academy and includes the P.O.S.T. written exam prior to graduation.

The courses and credits that comprise the academy are:

Basic Police Academy I	6 credits
Basic Police Academy II	12 Credits
Basic Law	8 Credits
Arrest Control	3 Credits
Law Enforcement Driving	3 Credits
Firearms	3 Credits

If you successfully complete the CLETA program you will receive 37 total credits that you can apply towards the AAS degree in Criminal Justice.

In addition you will receive certifications in:

- HFRG Defensive tactics
- Taser
- OC
- Level 1 accident investigation
- DUI/SFST (Standardized Field Sobriety Tests)
- Terrorism Awareness
- S.T.O.P.S. (Strategies and Tactics of Patrol Stops)

For more information or Questions

Contact:

Director Stewart Curry
scurry@coloradomtn.edu
(970)947-8173

Or the coordinator of enrollment services
947-8276

Academic Requirements for CLETA Admissions

Students accepted into the CLETA program must be at college levels for:

- Reading
- English
- Math

Students must demonstrate required skill proficiency. Students can provide the following:

- College transcripts that reflect classes taken for English and Math
- ACT and SAT scores
- Accuplacer Scores

For questions about academic requirements please contact a Colorado Mountain College Counselor.

Basic POST Certification

Upon passing the basic academy, POST Certification exam, and background check, an applicant for Basic certification under Board Rule 10 - Basic Peace Officer Certification will receive a certificate allowing them to seek employment as a Colorado peace officer.

In order to be eligible for the POST examination, the Board requires every applicant to have:

- A G.E.D, high school diploma, or an equivalency certificate
- Current first aid and cardiopulmonary resuscitation certificates or equivalents
- A state-issued Driver's License or Identification card
- Successful completion, within the two years prior to application, of an approved Colorado Basic training course

Requirements for the POST Certification Exam:

- Photo Identification: driver's license or government-issued ID.
- Previously received money order, certified check, or agency check of \$150 payable to "Colorado POST."
Cash or personal checks are not accepted.

Certification Revocations

Anyone who is POST certified and is convicted of a felony or certain misdemeanors will be decertified. The POST Board will begin revocation proceedings, even if a deferment has been accepted. After successful completion of the deferment and dismissal of the charge, your certification remains revoked. You may petition the POST Board to reinstate your certification

Hiring Requirements

Upon passing the basic academy, POST certification exam, and background check, an applicant for Basic certification under Board Rule 10 - Basic Peace Officer Certification will receive a certificate allowing them to seek employment as a Colorado peace officer.

After receiving POST certification, an individual must meet additional requirements before being appointed as a peace officer.

By law, an individual must pass a Colorado POST basic academy, a certification examination administered by the POST Board, a physical and psychological examination, and a background check before they may serve as a peace officer in Colorado

Additional Requirements

After receiving POST certification, an individual must meet additional requirements before being appointed as a peace officer. State law requires a physical examination and a psychological evaluation of an applicant be completed before any such applicant may be appointed. The hiring agency determines the scope of the examination and evaluation. The hiring agency also determines standards of acceptability of such results.

In addition, please note that individual law enforcement agencies may evaluate a variety of additional factors as part of their own hiring process. Some of these factors may include:

- Written employment test
- Oral board interview
- Physical agility test
- Polygraph test
- Minimum age (usually 21)
- Clean driving record
- Additional college education
- Complete background investigation, including fingerprint check, interviews of neighbors and employers

Be sure to check with individual agencies to determine their particular employment requirements.

Important Information

A poor driving record, habitual violations, D.U.I., Revocations and Suspension may prevent you from being hired by a Law Enforcement Agency.

additional background information may also impact your ability to obtain a law enforcement position. These include: financial history, drug use, unreported crimes and law enforcement contacts. If you have any concerns about these areas you should discuss them with the Academy Director.

Non-United States Citizens

The Department of Law ("DOL") and the Peace Officer Standards and Training ("POST") Board are committed to following all federal and state laws governing the certification of peace officer applicants, for both U.S. citizens and non-citizens alike.

Federal law allows states to provide public benefits, including POST certification, to some non-U.S. citizens. The following non-U.S. citizens can receive POST certification:

- Lawful permanent residents;
- An alien who is granted asylum under § 208 of the Immigration and Nationality Act ("INA");
- A refugee admitted under § 207 of the INA;
- An alien who is paroled into the United States for a period of at least one year under § 212(d)(5) of the INA;
- An alien whose deportation is being withheld because the federal Attorney General has determined that such alien's life or freedom would be threatened in such country on account of race, religion, nationality, membership in a particular social group, or political opinion;
- An alien who is granted conditional entry under § 203(a)(7) of the INA;
- An alien who is a Cuban or Haitian entrant;
- A nonimmigrant under the INA; or
- An alien who is paroled into the United States for less than one year under § 212(d)(5) of INA.

There are also several categories of non-citizen immigrants who may not be eligible for POST certification, but this area of law is very complicated and it is impossible to anticipate the specific facts of each situation. For example, law enforcement agencies should always consult their attorneys about certain categories of immigrants, like those with employment authorization under the Deferred Action for Childhood Arrivals ("DACA") program or other individuals who may lack lawful status in the United States. For more information, see 8 U.S.C. §§ 1621(a) and (c), 8 U.S.C. & 1641, and C.R.S. § 24-76.5-103(1).

The DOL and POST are not able to provide legal advice about specific individuals or circumstances. Hiring agencies and candidates with questions about their specific circumstances should consult an attorney.

Credentialing of Foreign Degrees

Colorado POST Rule 10 and Rule 12 require all individuals receiving a Basic Peace Officer or Reserve Certification to submit a copy of their high school diploma, or high school equivalency certificate.

If a basic peace officer or reserve officer obtained their education in a foreign country POST will not accept foreign transcripts. Foreign education must be evaluated by a credential evaluation service recognized by the U.S. Department of Education. The credential evaluation is to confirm the individual has completed the education equivalent to that of a United States high school diploma or GED.

The applicants must use an approved member from either the National Association of Credential Evaluation Services or the Association of International Credentials Evaluators.

Procedure

If an inquiry is made to POST requesting acceptance of foreign education, the compliance program assistant will advise the individual they must submit a copy of their credential evaluation for review.

POST will advise the applicant that we only consider credential evaluations valid if the evaluation was done by a U.S. Department of Education recognized member.

Upon receipt of a credential evaluation, the compliance program assistant will confirm the company completing the evaluation is a member of either the National Association of Credential Evaluation Services or the Association of International Credentials Evaluators. A list of the members can be found on the respective websites:

<http://www.naces.org>

<http://www.aice-eval.org>

After confirmation that the evaluation meets POST requirements, the compliance program assistant will review the document to ensure the minimum requirement of Rule 10 or 12 has been met and proceed as follows:

- If the minimum requirement has been met, the compliance program assistant will accept the credential and save the document to the person record in ACADIS.
- If the minimum requirement has not been met, the compliance program assistant will notify the individual and the academy (if applicable) that they do not meet the minimum standard for certification under Colorado POST Rule 10 or 12.

MISDEMEANORS WHICH WILL AFFECT CERTIFICATION

Per § 24-31-305 C.R.S., the POST Board shall deny certification to any person who has been convicted, on or after July 1, 2001, of any of the following:

C.R.S.

18-3-204	Assault in the third degree
18-3-402	Sexual Assault
18-3-404	Unlawful Sexual Contact
18-3-405.5	Sexual Assault on a client by a psychotherapist
18-3-412.5	Failure to register as a sex offender
18-6-403(3)(b.5)	Sexual exploitation of a child
18-7-201	Prostitution prohibited
18-7-202	Soliciting for prostitution
18-7-230	Pandering
18-7-204	Keeping a place of prostitution
18-7-302	Indecent Exposure
18-7-601	Dispensing violent films to minors
18-8-102	Obstructing government operations
18-8-103	Resisting Arrest
18-8-104	Obstructing a peace officer, firefighter, emergency medical services
18-8-108	Compounding
18-8-109	Concealing Death
18-8-111	False reporting to authorities
18-8-113	Impersonating a public servant
18-8-114	Abuse of public records
18-8-117	Unlawful sale of a publicly provided services or appointments
18-8-201	Aiding Escape
18-8-204.2	Possession of contraband in the second degree
18-8-208	Escapes
18-8-208.1	Attempt to escape
18-8-212	Violation of bail bond conditions
18-8-304	Soliciting unlawful compensation
18-8-305	Trading in public office
18-8-308	Failing to disclose a conflict of interest
18-8-403	Official oppression
18-8-404	First Degree Official Misconduct
18-8-503	Perjury in the second degree
18-8-611	Simulating legal process
18-8-612	Failure to obey a juror summons
18-8-613	Willful misrepresentation of material fact on juror questionnaire
18-8-614	Willful harassment of juror by employer
18-8-802	Duty to report use of force by peace officers
18-9-111	Harassment
18-9-121	Bias-Motivated crimes
18-18-404	Unlawful use of a controlled substance
18-18-405	Unlawful distribution, manufacturing, dispensing or sale
18-18-406	Offenses relating to marijuana and marijuana concentrate
18-18-411	Keeping, maintaining, controlling, renting, or making available property for unlawful distribution or manufacture of controlled substances

Variances

Waiver of Criminal History (Rule 8):

Your criminal record will be verified using a fingerprint background check to confirm that a variance is required. Please note If you were convicted as an adult of certain misdemeanors, regardless of whether it was deferred and dismissed, pretrial diversion or similar, you will need to request a variance before you will be permitted to attend the academy. If you were granted a deferred for a felony as an adult, you are permitted to submit a variance request. However, if you were convicted at trial or pled guilty to a felony as an adult, a variance request will not be considered

Rule 8 Variance Procedure:

To request a Rule 8 variance, the applicant must submit a written petition to the POST Director, notifying of the conviction and request the Director to grant the applicant an exemption from denial of certification.

Director Erik Bourgerie
Colorado Department of Law
Criminal Justice Section – Colorado POST
1300 Broadway 9th Floor
Denver CO 80203

The letter must fully explain all relevant facts and establish that mitigating circumstances exist to warrant an exemption.

The letter must explain why the variance would be in the best interest of the community.
Include the original police report with the narrative attached and relevant court records.

Provide Letters of Recommendation from prominent members of the community who can speak to your character.

Please submit all documents to the Compliance Manager at: catherine.rodriguez@coag.gov.

NOTE: Though you may be certified if your variance is granted, please be aware that each agency has its own requirements/prohibitions that may disqualify you from employment at that specific agency.

FREQUENTLY ASKED QUESTION

How long is the Academy?

This is a one-semester intensive peace officer certification program
16 weeks, 40 plus hours a week

How often is the academy offered?

We currently have police academy classes twice a year, Spring and Fall. The typical hours are 8:00 am-5:00 pm, with some mandatory night classes, Monday-Friday. We do NOT have a summer semester at this time.

What Will I Learn?

Training includes but is not limited to Criminal Process, Judicial Process, Colorado Criminal Code, Patrol and Investigation techniques,, Report Writing, Crime Scene Documentation, Firearms, Driving and Arrest Control. Students also are exposed to scenario based training where they apply what they have learned to specific scenarios.

Who will I learn from?

The majority of our instructors are active police officers, sheriff's deputies, and district attorneys, who are subject matter experts in areas of instruction.

What makes us unique?

We provide an affordable and accessible certificate of occupational proficiency in CLETA in a personalized student centered learning environment.
We are reflective of and fit the style of policing in the mountain communities across the 12,000 square mile Colorado Mountain District

What are the Physical Requirements?

Arrest Control and Wellness lab require physical exertion and physical activity. Colorado POST requires 24 hours of wellness lab. Students should be able to perform the following:

- Push-ups
- Sit-ups
- Running for 1 .5 to 2 miles
- Strength training drills to include personal weapon strike, e.g. front punches, kicks, etc to the body
- Handcuffing drills, e.g. stress-inducing drills
- Baton drills
- Control hold/take down techniques e.g. joint manipulation & stress-inducing drills
- Pressure point application, e.g. application to nerve endings throughout the body