

PROVISIONAL CERTIFICATION

The following general information is provided for your reference. Please call P.O.S.T. at (303) 866-5692 or (303) 866-5394 with any questions or concerns about this process or its applicability to your individual situation.

- What is provisional certification?

Provisional certification is an interim certification that affords a qualified out-of-state officer the opportunity to obtain employment as a Colorado peace officer while completing the requirements for basic certification. Once all of the requirements for basic certification have been satisfied, P.O.S.T. will issue a numbered certificate to the applicant who is then considered to be “P.O.S.T. certified” in Colorado.

- Who may apply for provisional certification?

In most cases, an out-of-state peace officer may apply for provisional certification in Colorado if the officer has been authorized to act as a peace officer in another state or federal jurisdiction for at least the preceding 3 years AND the officer served in good standing for at least 1 of the 3 years.

- How do I obtain provisional certification?

The following five (5) requirements must be satisfied in order for a qualified applicant to proceed with the provisional process:

_____ 1. Out-of-State Certification.

A copy of the out-of-state certificate authorizing peace officer status in that state must be submitted by the applicant to Colorado P.O.S.T. Authenticity of the certificate and verification of good standing will be confirmed.

_____ 2. P.O.S.T. Form 3, *Application for Provisional Certification*.

The completed Form 3 must be on file at P.O.S.T.

_____ 3. First Aid/CPR.

The applicant must successfully complete at least basic first aid and CPR. Copies of the cards, front and back, must be on file at P.O.S.T., **AND** the cards must be current at the time the provisional certification is granted. The cards must also be current at the time basic certification is awarded.

_____ 4. High School Diploma or GED.

A copy of the applicant’s high school diploma or GED certificate, OR a copy of college transcripts which document high school diploma or GED must be on file at P.O.S.T.

_____ 5. Background Check (a.k.a. CBI/FBI fingerprint clearance).

No one convicted of a felony may be certified as a peace officer in the State of Colorado. The P.O.S.T. Board shall deny certification to any person who has been convicted of certain misdemeanor. For additional information about the misdemeanor convictions, please refer to the P.O.S.T. Web site: www.ago.state.co.us.

- a) A provisional applicant must provide his or her fingerprints to CBI/FBI using a designated P.O.S.T. fingerprint card with the P.O.S.T. logo. The actual card to be used and instructions are enclosed. **(Please send these cards to CBI not P.O.S.T.)**
- b) As processing of the prints may take up to 8 weeks, the applicant may, on an interim basis, have the hiring agency in Colorado call POST to verify that we can accept a NCIC clearance or III Index to satisfy the background check requirement until the fingerprint card is completely processed and the results are forwarded to P.O.S.T. by the CBI/FBI. Please be aware that in order to accept the NCIC or III Index, P.O.S.T. must have the CBI Response in our office.

In **ALL** cases, results from the CBI/FBI clearance must be on file at P.O.S.T. in order for basic certification to be awarded.

There are **3** additional requirements that must be satisfied in order for a provisional applicant to obtain basic certification. These requirements are the 6) written exam, 7) skills requirement, and 8) Colorado Drivers License or other optional ID.

_____ 6. Written Exam.

The applicant must pass the written examination with a minimum score of 70%. The exam may be taken a maximum of 3 times, and the exam fee is \$125.00 each time the exam is taken. Only a certified check or money order will be accepted as payment; *i.e.*, NO cash and NO personal checks will be accepted. The exam fee is not refundable. The exam is administered the 3rd Wednesday of every month at P.O.S.T. and advance registration is required at least 2 weeks PRIOR to the exam date. You may contact P.O.S.T. at any time while working to satisfy the requirements for renewal to register for and take the written exam. The P.O.S.T. curriculum bibliography and a list of the statutes pertaining to law enforcement in Colorado is enclosed.

_____ 7. Skills Requirement.

The applicant must have successfully demonstrated proficiency in firearms, driving and arrest control. Please be aware that the test-out will not be an instructional time but a time to demonstrate your proficiency.

It is required that the Skills Proficiency Manual be purchased with the Provisional Packet. This manual gives detailed information on what to expect when demonstrating your proficiency in the skills areas.

_____ 8. Colorado Drivers License or Other Optional ID
Effective August 1, 2006 Colorado Statute 24-76.5-101 requires any individual seeking a Colorado P.O.S.T. certification must provide P.O.S.T. with a copy of one of the following forms of ID:

A valid Colorado driver's license or a Colorado Identification Card, issued pursuant to Article 2 of Title 42, C.R.S.; **OR** a United States military card or a military dependent's identification card; **OR** a United States Coast Guard Merchant Mariner Card; **OR** a Native American tribal document.

Qualified provisional applicants who have completed the requirements in 1-5 above AND who leave *active* federal or out-of-state peace officer employment may be awarded provisional certification prior to passing the written certification exam. The applicant then has up to 6 months from the date of provisional certification to pass the written exam AND complete the skills requirement. However, if a provisional applicant is not leaving *active* federal or out-of-state peace officer employment, the written exam must be passed **PRIOR** to being granted provisional certification.

Completion of the written exam and skills requirement may be satisfied as described below:

Out-of-State, Active: *i.e.*, for officers leaving *active* federal or out-of state peace officer employment.

Once the items listed in 1-5 above have been received and verified by P.O.S.T., a qualified out-of-state *active* applicant will be issued a letter by P.O.S.T. granting provisional certification. The applicant then has 6 months within which to pass the written exam and complete the skills training required for basic certification. The following options are available regarding the written exam: 1) Participate in the test-out process, OR 2) Attend a refresher academy, OR 3) Take the exam at P.O.S.T. the third Wednesday of any month. The following options are available to satisfy the skills requirement: 1) Participate in the test-out process, OR 2) Attend a refresher academy, OR 3) Attend 158-hours of skills training at a P.O.S.T. approved basic academy. Once the applicant passes the written exam and successfully completes all 3 skills, and all other requirements for basic certification have been satisfied, the applicant will be awarded basic certification.

Out-of-State, Other: *i.e.*, For officers who meet the criteria for provisional certification but who are not leaving *active* federal or out-of-state peace officer employment.

If an applicant is not leaving *active* federal or out-of state peace officer employment, the written exam must be passed **PRIOR** to being granted provisional certification. Once the exam has been passed and provisional certification has been granted, the applicant then has 6 months within which to complete the skills requirement. The same options regarding the written exam and skills requirement are available as for out-of-state *active* as described in the preceding paragraph. These options are as follows: Regarding the written exam: 1) Participate in the test-out process, OR 2) Attend a refresher academy, OR 3) Take the exam at P.O.S.T. the third Wednesday of any month. To satisfy the skills requirement: 1) Participate in the test-out process, OR 2) Attend a refresher academy, OR 3) Attend 158-hours of skills training at a P.O.S.T. approved basic academy. Once the applicant passes the written exam and successfully

completes all 3 skills, and all other requirements for basic certification have been satisfied, the applicant will be awarded basic certification.

Test-Out Process

This 2-day process incorporates both the written exam and skills requirement. The exam is administered the morning of the first day; skills are evaluated the afternoon of the first day and are completed on the second day. During the skills evaluation, the applicant is provided with an opportunity to demonstrate proficiency in the areas of firearms, driving and arrest control by being evaluated against P.O.S.T. proficiency standards for each skill in lieu of attending a 2-week refresher academy or 158-hours of skills training at a basic academy.

The fee to test-out is \$125.00 for each of the 3 skills. The written exam fee is also \$125.00. Registration and advance payment of \$500.00 is required in order to participate in the test-out process. Only a certified check or money order payable to "P.O.S.T." will be accepted as payment. A schedule listing the upcoming dates and registration deadlines is enclosed. An order form for related materials is also enclosed.

P.O.S.T. recognizes only nationally recognized disciplines for arrest control: PPCT, FBI, and Koga. Each applicant must declare only one of the disciplines at the time of registration and then demonstrate proficiency in the tactics associated with only that ONE discipline during the arrest control proficiency testing. **Please include a note to P.O.S.T. at the time you submit payment specifying the discipline you will be using to demonstrate your arrest control proficiency.**

If an applicant passes the written exam and demonstrates proficiency in all 3 skills during the 2-day test-out, and all other requirements for basic certification have been satisfied, the applicant is considered to have completed the provisional process and basic certification will be awarded.

Refresher Academy

A refresher academy is a 2-week academy that consists of one week of academics and one week of skills training in firearms and driving. The written exam is administered on the last day of the 2-week academy. An applicant who successfully completes the refresher academy and passes the P.O.S.T. exam will then have 6 months within which to complete comparable skills training in arrest control, typically documented by a letter from the hiring agency to P.O.S.T. Once documentation of the comparable skills training in arrest control is received by P.O.S.T., and all other requirements for basic certification have been satisfied, the applicant will be awarded basic certification.

At this time, there are only two P.O.S.T. approved refresher academies in existence in Colorado. One is located at Colorado Northwestern Community College (CNCC) in Rangely and the other is located at CMC Law Enforcement Academy at Chaffee in Buena Vista. ALL arrangements to attend these refresher academies (dates, times, lodging, transportation, costs, etc.) are handled through the Academy Director. For the academy in Rangely, contact Academy Director Rod Conner at (970) 675-3331. For the academy in Buena Vista, contact Academy

Director Jody Latchaw at (719) 395-8419. Do **not** call P.O.S.T. as we will not have this information. Additional agencies or academies *may* offer refresher academies in the future. Information will be placed on the P.O.S.T. Web site as it becomes available.

Basic Academy Skills Training

An applicant may satisfy the skills requirement by attending 52 hours of firearms, 44 hours of driving and 62 hours of arrest control at a P.O.S.T. approved basic academy. Academies may, but are under no obligation to, offer the skills training to provisional applicants. The applicant must make all arrangements with the academy to complete skills training under this option and the applicant must provide certificates of completion for each skill to P.O.S.T. A list of the P.O.S.T. approved academies is enclosed. Once the certificates of completion are received by P.O.S.T. and the written exam has been passed, and all other requirements for basic certification have been satisfied, the applicant will be awarded basic certification.

IMPORTANT NOTES:

1. The written exam is administered the 3rd Wednesday of every month at P.O.S.T., and advance registration is required by phoning P.O.S.T. at least 2 weeks PRIOR to the exam date. There are 100 multiple-choice questions on the exam and the time allowed is 2 ½ hours.
 2. A minimum score of 70% is required in order to pass the written exam. The exam may be taken a maximum of 3 times, and the exam fee is \$125.00 each time the exam is taken. Only a **certified check or money order payable to “P.O.S.T.”** will be accepted as payment; *i.e.*, NO cash and NO personal checks.
 3. It is imperative that you notify P.O.S.T. immediately of any change of your mailing address or phone number.
 4. For additional information, please refer to the P.O.S.T. Web site. On the Web site you will find Frequently Asked Questions from Out-of-State Peace Officers; P.O.S.T. Rules; and selected Colorado Revised Statutes.
- P.O.S.T. Web Site: www.ago.state.co.us (“P.O.S.T. Board” tab)
 - 1) P.O.S.T. Rules:
 - In particular, Rule 10 – Conditional Peace Officer Authority and Basic Peace Officer Certification
 - Rule 11 – Provisional Certification
 - Rule 14 – Fingerprint-Based Criminal History Record Check
 - Rule 15 – Certification Examination – Conditional, Provisional, Renewal
 - Rule 16 – Skills Examinations for Provisional and Renewal Applicants
 - 2) Colorado Revised Statutes:
 - §24-31-301 et seq.,CRS Peace Officer Standards and Training
 - § 24-31-308, CRS Reciprocity - Provisional Certification
 - §16-2.5-101 et seq.,CRS Peace Officer Definitions

Please call me if you have additional questions or concerns about this process or its applicability to your individual situation. Also, please contact me when you would like to register to take the written exam or participate in the “test-out” process.

To obtain a Provisional Packet and the Skills Proficiency Manual, please complete the Order Form and send it to P.O.S.T. along with the required payment.