

## **Application Process**

**Fall registration is open from March 1 – June 15.**

**Spring registration is open from September 1 – November 15.**

Before applying to Red Rocks Community College Law Enforcement Academy, please complete these steps first:

1. [Apply to RRCC](#)
2. [Apply to the College Opportunity Fund \(COF\)](#)
3. [Apply for Financial Aid](#)

Application process for the Law Enforcement Academy:

***A copy and/or receipt of all needed documentation MUST be provided and sent to our Robert Thomas, LEA Director [robert.thomas@rrcc.edu](mailto:robert.thomas@rrcc.edu)***

***Please print your name on ALL of the needed documents/receipts.***

1. Apply to the Law Enforcement Academy – [Application Packet](#)
2. Submit a background check: *Click here to view for* [Disqualifying Offenses](#)
  - a. Follow [Castle Branch Background Check](#)
  - b. Select “Law Enforcement Academy” from the drop-down menu
  - c. Select either “New Student” or “Returning” from the next drop-down menu
  - d. Then follow the remainder of the directions to Place an Order and create a Castle Branch account.

***Agency sponsored applicants do not need to complete this check, however, please provide all results (background, name search, etc. from the agency’s own background check.***

3. Colorado Bureau of Investigations (CBI) Name Search Receipt:
  - a. Complete the [Enclosed Public Request for Arrest Information](#) form and submit it to CBI in person; 690 Kipling St, Suite #3000, Lakewood, CO 80215. **In the “SEND REPLY TO” section, please fill it out as provided:**
    - i. **Name of Business and/or Person:** *RED ROCKS COMMUNITY COLLEGE, LEA, ATTN: ROBERT THOMAS, DIRECTOR*
    - ii. **Street Address or P.O. Box:** *13300 WEST 6<sup>th</sup> AVENUE, BOX 34, LAKEWOOD, CO 80228, 303-914-6464*
    - iii. **Purpose of Request:** *Public Request/General Inquiry*
    - iv. **Notarizing:** *NO*
4. Police Officer Standards and Training (P.O.S.T.) requires fingerprints to be submitted to Colorado Bureau of Investigations (CBI) Past applicants have went to [Identogo](#), it works really well and quick. You don't have to go through this company, just remember to provide proof of receipt.
  - a. Go to [Identogo](#) to register for an appointment
  - b. Use service code: 25YH81
  - c. Select Peace Officer Standards and Training: P.O.S.T Board
5. Motor Vehicle Driving Record
  - a. The driving record can be ordered online through the Department of Motor Vehicles (DMV) or in person at your local DMV. RRCC Law Enforcement Academy require all records going back 5 years. If you were not a resident of Colorado for the last 5 years, include your prior state driving record in addition to the Colorado driving record.
  - b. Restrictions:
    - i. Items that may exclude students from acceptance into the academy include: moving vehicle violations (DUI, DMV suspension, reckless driving, etc.) in the last 3-5 years; certain misdemeanor convictions; a conviction of any felony or crime of moral turpitude; recent drug use; or academic assessment scores (below college entry level). If you have been charged with a crime other than a traffic offense, obtain court records as

soon as possible indicating the disposition of the case, and submit the disposition with your application to the Academy Director.

6. Colorado College Placement Test (CCPT) Scores or evidence of passing ENG 121 and MAT 120 (*required minimum*)
  - a. Colorado ACCUPLACER tests taken within the last year are acceptable. \*\*The CCPT exam may be waived if the applicant possesses an Associate’s Degree or higher, OR if you received a “C” or better in an equivalent to ENG 121 and MAT 120 or a higher class in recent years. (Unofficial College Transcript required)
  - b. If needed, the CCPT test is offered through the RRCC Assessment Center (303-914-6720). Please check the [website](#) for testing times and contact information for questions.
7. A front and back copy of your current Driver’s License
8. A copy of your High School Diploma or GED
9. If you obtain a college degree or have attended college, an unofficial copy of your transcript
10. A copy of your DD214 if serving or have served in the military. \*Required DD214 Member 4 Form – will get during orientation.
11. Resume and Letters of Recommendations:
  - a. Please include:
    - i. Current phone number and address
    - ii. Five years of work experience and education
    - iii. All schools attended (high school and higher)
    - iv. Earned degrees
    - v. Minimum of three professional references. *Preferably, these letters need to be from persons who you have known for five years or more and from persons you have worked for within the last five years.*
12. Identification photograph/headshot image of yourself with a blank/clear background.

- **After the completion of steps, the Program Specialist will assure all needed documents are in and completed accordingly. Once your file is complete with all the documents, the Program Specialist will contact you to schedule an Oral Board Interview with the Academy Staff and others.**
- **Once you have your Oral Board Interview and it has been determined that you are a good candidate for the Academy, you will be offered a spot. This Oral Board will have limited dates and times. There will not be any rescheduled appointments.**

Orientation information, schedules, costs, and required P.O.S.T. documentation will be sent out by email to all registered students, who have been accepted into the Law Enforcement Academy, 30 days prior to the Academy start date.