



**AMENDED FCM 028-2016**

**FIRE CHIEF MEMORANDUM**

**DATE:** March 16, 2016

**TO:** All Members

**THROUGH:** Eric C. Tade, Chief of Department *TAB for ECT*  
Todd A. Bower, Deputy Chief of Department *TAB*  
Desmond G. Fulton, Division Chief, Administration *DF*  
James Hart, Assistant Chief, Administration *JH*

**FROM:** Gary R. Pierce, Captain, Administration *JH FOR GP*

**SUBJECT: DEFENSIVE DRIVING AWARENESS TRAINING**

The City and County of Denver is requiring all DFD members to complete the Defensive Driving Awareness Training per Executive Order #3. This course must be completed by May 16, 2016 and a copy of the completion certificates sent to Myra Simmons and Administration. Please send/email copies to [myra.simmons@denvergov.org](mailto:myra.simmons@denvergov.org), [ahmid.nunn@denvergov.org](mailto:ahmid.nunn@denvergov.org), and [luis.cedillo@denvergov.org](mailto:luis.cedillo@denvergov.org).

The CCD Defensive Driving Awareness Training course (required for all City workers who drive City vehicles, or drive personal vehicles on City business) is now operational and available on City University (CityU). Currently, in accordance with CCD Executive Order Number 3, Defensive Driving training must be completed upon initial hire, and then repeated once every three years.

The online course is approximately two hours in length, consists of two modules, and has multiple quiz elements. The course must be **completed in its entirety** to receive the course certificates (members can print out/save a copy of their certificates following completion).

The City's online Defensive Driving course consists of two modules, packaged as one complete training course, and members will generate a separate certificate upon completion of EACH module.

- The "CCD Defensive Driving Awareness Training" (which teaches the City's specific policies, procedures, and standards) is the first module/first half of the course.
- The "Defensive Driving Fundamentals" module is the second half of the module (it teaches general defensive driving theory and skills).

Each module within the course is approximately one hour, and both must be completed to count as the full 2-hour course:

# CERTIFICATE OF COMPLETION

This is to certify that

Joan Wickersheim

has completed the course

CCD Defensive Driving Awareness Training -  
\_scorm12\_sppubcityu\_ohr\_ccd\_defensive\_driving

on

Jan 5, 2016



# CERTIFICATE OF COMPLETION

This is to certify that

Joan Wickersheim

has completed the course

Defensive Driving Fundamentals - esh\_sah\_b21\_sh\_enus

on

Nov 18, 2015



Below you will find directions on how to get to the course online and instructions on how to complete the course. Please contact Administration if you have any questions concerning this Defensive Driving Awareness Training.

Here are brief instructions for members to access the online training course:

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Jean Wickersheim  
My Profile

Upcoming Events

Instructor Led Training  
Sessions 183

Live Events 3



Knowledge At Your Fingertips. *Anytime. Anywhere.*

Welcome to the Denver City Employee University online learning portal where we offer the tools you need to be your personal and professional best. Leverage the features of this site to find the resources to create your customized learning plan.

Be sure to check **Featured Topics** on this page for easy access to required courses and online guides.

Featured Topics

- Select Topic
- CCD Defensive Driving Awareness Training
- CCD Enrollment Information
- City University User's Guide
- Easy Steps to Find and Enroll in an Instructor Led Course
- NEOGOV Training
- GED Start Here
- Required Employee Training
- Required Supervisor Training



Courses

**RATING**

Excellent Rec  
Meets Expect  
Needs Improvement

The Performance Enhancement Program (PEP) Workshop  
Enrollment Status: Not Enrolled

Details | Save | Enroll

ILT

**New Leader Onboarding Workshop 2015**  
Enrollment Status: Not Enrolled

Details | Save

Courses

**New Employee Orientation 2015**  
Enrollment Status: Enrolled

Details | Save

Recommended for You

1. Access City University (CityU) from any computer by opening an internet browser window, and typing the address [cityu.skillport.com](http://cityu.skillport.com) into the browser's URL bar. Use of Google Chrome is recommended.
2. Enter username and password to log on. Do not add the Domain\ in front of the username.
3. On the CityU "See What's New" home page, activate the drop down menu arrow below "Featured Topics" and select "CCD Defensive Driving Awareness Training" by clicking on it. **Once the course is selected, click the "View" button.**
4. On the CCD Defensive Driving Awareness Training page, click on the word "Launch" next to the Safe Driver logo/icon. The training course will open in a separate window, which can be maximized to full screen for ease of viewing. Follow the instructions provided within each module of the course to navigate through the training (there are two modules).
5. Upon course completion (both modules, and all quizzes), members should follow the instructions provided online for printing of their course certificates.

Quick Links ▾

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Search from this post

City University User's Guide

Project Management Institute

Leader & Manager

DDHS Curricula

DIA Learning Programs

## CCD Defensive Driving Awareness Training

Custom (1)



CCD Defensive Driving Awareness Training

Custom - Course: 2 Hours

Details

Launch



Back  
Show Filter

GP:kfc/H/FCM/2016/028-2016 **AMENDED** Defensive Driving Awareness Training

DISPOSITION: Read at Roll Call for three (3) consecutive shifts.

DISTRIBUTION: Suppression and Support Services (*electronic*)