

115.00 - CHAIN OF COMMAND

115.01 Chain of Command Procedure

- (1) Members who wish to make suggestions for the improvement of service shall have the privilege of communicating through the official channels in writing to the Chief of Police. Suggestions may also be made to the City Suggestion Program or directly to the Internal Affairs Bureau or the Research and Development Bureau.
- (2) All requests, complaints, suggestions or reports of occurrences of irregularities regarding policies, procedures, or assignments of the Police Department shall be directed through channels as follows:
 - a. Every member of the Police Department shall direct all requests, complaints, reports, or suggestions to their immediate supervisor in writing. Inter-departmental stationery shall be used for such communications unless prepared forms are provided. See OM RR-133.
 1. EXCEPTIONS: If the complaint is against the officer's immediate supervisor, the officer may direct the initial communication to the officer next higher in rank within the division.
 2. Any officer or employee of this Department who feels threatened in any manner or feels that the integrity of the Department is in jeopardy is authorized to report this situation directly to the Chief of Police or the commanding officer of the Internal Affairs Bureau without reporting first to his supervisory officer.
 3. Employee's Suggestion (Form # 1 ESB) may be sent directly to the Mayor's Office or Budget and Management Office in the City and County Building.
 - b. It shall be the duty of all members of the Department receiving such communications from a subordinate to make answer in writing as soon as practical; and in any case not longer than five (5) days after receipt of such communication.
 - c. Any member receiving a reply from their immediate supervisor in answer to such communication that is not satisfactory, may direct a communication to the officer next higher in rank in their division. Such communication shall include a copy of the communication to their immediate supervisor and a copy of their reply.
 - d. Such communication may be carried as far as the Office of the Manager of Safety so long as each succeeding level of command within the division has been given written notice and a reply returned.
 - e. Except as may be otherwise provided by Civil Service Regulations, such communications shall not be directed to any office outside the Department of Safety and without the written permission of the Chief of Police and the Manager of Safety.
 - f. Members of the Department shall be free to seek advice, counsel with or obtain the assistance of other officers in the classified service in their presentation of a complaint at any command level, as long as all members involved in such complaint restrict their activity to the provisions of this Chain of Command Procedure.
 1. In complaints reaching the level of Division Chief or higher without solution, complaining members may be represented by duly authorized members of the Police Protective Association, Police Union, or by private legal counsel.
 2. Any officer in the classified service who so assists another officer in the presentation of any complaint shall not be penalized or prejudiced in any manner because of such presentation.
- (3) Members of the Police Department shall be required to take direct orders from, and be directly responsible to, one supervisory officer, except as otherwise provided herein: Refer to OMS 501.03.
 - a. A command officer or a supervisory officer shall retain command powers over all subordinates within the Department, but shall exercise such command powers over subordinates outside their usual command only in situations where the police purpose or the reputation of the Department is jeopardized.

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- b. Command or supervisory officers finding it necessary to exercise their command powers with subordinates outside their usual command, either to give orders or on-the-spot reprimands, shall at their earliest convenience report such action to the command or supervisory officer in charge of the member involved.
 - c. Orders related to departmental policy or procedure shall emanate from the Chief of Police and shall be directed to the level of execution by succession of the several levels of rank in each division as they are applicable, in such a way that members shall receive such orders or directives from their immediate supervisor.
 - d. Inter-departmental or inter-bureau procedures or policies that do not affect the entire Department shall be by directive from the level initiating to the level of execution. For information purposes, directives will also be forwarded to the next highest level of command.
 - e. Officers shall be responsible for issuing and enforcing all legal orders that are directed to them from their immediate supervisor.
 - f. Any order or directive given by an immediate supervisor which, by its nature or by mitigating circumstances, cannot be carried out shall be complied with insofar as possible, and a report of the circumstances shall be made in writing to the immediate supervisor from whom it was issued as soon as practical.
 - g. Nothing in this procedure shall be interpreted to exempt any member from taking appropriate police action in the face of an emergency. Any such occurrence requiring departure from an order, or any part thereof, shall be reported at once to the commanding officer on duty next in the chain of command.
 - h. Nothing in this procedure shall be construed as superseding command and supervisory authority vested in the divisional command.
- (4) All matters related to proposed resolutions, new ordinance initiation or current ordinance amendment must be processed through the Chain of Command to the Manager of Safety's Office prior to being considered for the Mayor-Council or City Council Agenda. Additionally, requests for legal research, opinion or drafting of such matters will be forwarded to the City Attorney's Office only after being processed through the Chain of Command and via the Manager of Safety's Office.
 - (5) Only the Chief of Police or his designee may engage in lobbying reflecting the official position of the Denver Police Department at the City Council or the State Legislature. Any officer who wishes to take part in the lobbying process shall contact, in writing, the Deputy Chief through the chain of command. This shall also include any testimony at either City Council or the State Legislature.
 - (6) Representatives of employee organizations when conducting organization business are not restricted by the chain of command for their respective assignments.

115.02 Detective and Technician Selection

- (1) From time to time certain officers may be assigned to perform the duties of detective or technician. These assignments shall be made at the pleasure of the Chief of Police and shall continue only so long as the Chief of Police desires.
- (2) The Criminal Investigations Division establishes selection standards for detective training and final appointment within this Division. Copies of these standards are circulated and maintained by the Office of the Division Chief of the Criminal Investigations Division.
 - a. The names of the officers successfully completing Detective Training shall be placed on a detective promotability list.
 - b. Assignment to the Criminal Investigations Division will be made from the detective promotability list.
 - c. Detectives will remain in their assignments so long as their services are satisfactory to the Chief of Police.
- (3) Eligibility for the detective Training Program in the Special Operations Division is not limited to officers from within the Special Operations Division. Annually, each division may submit a list of interested candidates to the Division Chief of Special Operations.

- a. Once officers have successfully completed the Training Program, their names will be included in an eligibility list to be maintained by the Special Operations Division.
 - b. When a vacancy for the position of detective occurs, selection of a replacement will be made from the eligibility list by the Special Operations Division command personnel.
 - c. Traffic detectives will remain in their assignments as long as their services are satisfactory to the Chief of Police.
 - d. Selection standards for detective training and appointment for the Special Operations Division are maintained by the Office of the Division Chief of Special Operations.
- (4) Officers assigned to the Limited Duty Section or who are on Limited Duty Status shall not be allowed to participate in any Detective Training Program.

115.03 Issuing Departmental Orders and Directives

- (1) Procedures and Policy Changes in the Operations Manual
- a. Procedures or policy changes in the Operations Manual are subject to review by the Division Chiefs, Deputy Chief, and approval of the Chief of Police.
 - b. The Research and Development Bureau will have approved revisions to the Operations Manual printed and distributed to all commanders as soon as possible.
 - c. Each district, bureau, section, and unit shall have a revision receipt book for recording all Operations Manual revisions issued to their personnel. The receipt book will contain DPD 541, Officer's Operation Manual Revision Reports.
 - d. Supervisors will fill in the revision number and sign each officer's DPD 541 before distributing any revisions to the officers under their supervision.
 - e. Officers shall sign and date their DPD 541 for each revision received from their supervisor. Officers shall insert their revisions in the appropriate section of their Operations Manual. See OMS 3.02.
- (2) Directives
- a. Directives will be used to provide written accountability for important orders issued at the Department, Division, Bureau, Section, and Unit levels when the policy addressed does not warrant incorporation into the Operations Manual.
 - b. Directives will be issued on the appropriate Department form from the level initiating to the level of execution, and will be forwarded to the next higher level of command. The Department forms to be used are:
 - 1. Department Directive, DPD 200a.
 - 2. Division Directive, DPD 200b.
 - 3. District/Bureau Directive, DPD 200c.
 - 4. Detail/Section Directive, DPD 200d.
 - 5. Sector/Unit Directive, DPD 200e.
 - c. When a directive is issued, it will be assigned a topic name and number. The number will be determined by the year and sequence issued. For example, 84-1, 84-2, etc.
 - d. All initiators and affected Divisions, Districts, Bureaus, Details, Sections, Sectors, and Units will maintain a Directive File.
 - e. The Directive File will be made available to all affected personnel.
 - f. Directives will be reviewed annually for updating and/or purging by the initiator.

