

116.00 - MISCELLANEOUS PROCEDURES

116.01 Recreational Activity Policy

- (1) In the interest of departmental efficiency, all officers are required to keep themselves in good physical condition. Insofar as the department has no established program of physical training the following policy shall be established to encourage the personnel of this department to engage in recreational activities.
- (2) All recreational activity shall be on a voluntary basis.
- (3) Athletic teams and sports programs may be arranged. Department personnel are encouraged to participate in some form of recreational activity.
 - a. Insofar as possible, officers will attempt to arrange their work schedule in order to participate in recreational activity during off-duty hours.
 - b. At the discretion of the commanding officer, an officer may be relieved from duty to participate in an authorized program. Time used in this manner will be returned to the department on the same work day.
- (4) Athletic teams performing under the name of the Denver Police Department must have the approval of the Chief of Police.
- (5) Officers participating on an approved athletic team or other group of recreational activity under the name of the Denver Police Department shall be considered on duty and subject to the rulings and discipline of the Chief of Police or other officers delegated to act as coaches or managers.
- (6) Officers participating on athletic teams or in other group recreational activity under the name of the Denver Police Department shall conduct themselves appropriately at all times in the interest of good sportsmanship and the best possible public relations.
- (7) Only athletic teams or other group recreational activity sponsored by the City and County of Denver, the Police Department, and employee organizations shall be considered for approval of the Chief of Police.
- (8) The procedures concerning injuries incurred while participating in athletic events are outlined in OMS 505.10(6).

116.02 Persons Riding in Department Vehicles – Authorization Required

- (1) No individual, other than a Denver Police Department employee, a Denver Police Reserve Officer or other Denver County Peace Officer may ride in a Denver Police vehicle without prior authorization.
- (2) Exceptions to this procedure are:
 - a. Persons transported in the course of a police action or official police department business.
 1. When the person(s) being transported is female, the dispatcher will be notified of the vehicle unit number, starting mileage, and destination. Upon arrival, the officer will give his/her ending mileage.
 - b. Persons transported upon orders of supervisory or command officers.
- (3) Members of other law enforcement agencies may be issued permits to ride in a police vehicle at the district/bureau level.
- (4) Any other rider must obtain prior approval from the Chief of Police or the Division Chief of the affected division. Division Chiefs may delegate this authority to their district or bureau commanders.
- (5) Requests for authorization shall be submitted on the Authorization to Ride in Denver Police Car, DPD 8. All persons applying to ride in a Denver Police vehicle will be cleared and undergo a criminal history background evaluation. All applicants will need to be free of adverse or serious criminal history information. Individuals possessing a felony conviction will be denied authorization. Commanders shall ensure that the form has been properly completed and that the rider has complied with all conditions of the ride authorization prior to commencement of the ride.
- (6) Authorization shall not be granted to individuals more than once each calendar year, nor to persons under the age of twenty-one (21), unless approved in advance by the respective Division Chief.
 - a. This provision does not apply to members of other law enforcement agencies.
 - b. Citizen Academy graduates, who are in good standing with the department, may ride twice a year.

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- (7) Original ride permits shall be maintained on file at the district or bureau level for three years. The copy is to be provided to the rider.
- (8) Where statements from witnesses are appropriate, officers shall ensure that riders provide such statements.
- (9) At the beginning of their shift, officers shall notify the dispatcher of an authorized rider and this information shall be recorded on the CAD System. Officers shall record all pertinent information regarding riders on their log sheets.
- (10) No photos or recordings by riders shall be permitted unless approved by a Division Chief.
- (11) All ride authorizations for representatives of the media shall require prior approval from the appropriate Division Chief.
- (12) All ride authorizations for Metro/SWAT, Canine, or Gang Bureau shall require prior approval from the Division Chief of Patrol.

116.03 Reimbursement of Tuition Expenses for Attending College

- (1) All City employees attending college may seek a partial reimbursement of tuition through the City and County of Denver Employees' Tuition Refund Program
 - a. Application forms are available at Headquarters in the Human Resource Management Bureau.
 - b. Application for eligibility must be made no later than fifteen (15) days after the course begins.
 - c. Application for reimbursement must be made within sixty (60) days after completion of each course.
- (2) To encourage officers of this Department to avail themselves of formal education, supervisors and command officers are instructed to adjust shift assignments on a seniority basis for officers who enroll in college. These shift assignment adjustments are to be made as equitable as possible with the needs of the police service taken into consideration.

116.04 Educational Records

- (1) Officers attending schools and seminars at their own expense and time, should route to the Academy, through their commanding officer, the information indicated below. This not only provides a record for the individual officer, but is also utilized by the Department on occasion to determine expertise in a given area.
 - a. Date(s), location, and type of program, i.e., Police Administration at Metropolitan State College, September 10, 1968, through December 29, 1968, sixty (60) hours.
 - b. A certificate or statement confirming attendance shall be submitted with this information.
- (2) Department Approved Training

All officers attending Department sponsored outside schools, placed on special assignment, or excused from duty to attend approved police training schools, shall forward the following information through their chain of command to the Chief of Police:

 - a. The relevancy of the program in terms of officer's present or future assignments.
 - b. A synopsis of the curriculum including testing procedures, work needed to complete the course, i.e. final exam, thesis, dissertation, etc.
 - c. Personal critique of the course, including recommendations on improving present policies and procedures of the Denver Police Department shall be submitted within thirty (30) days after completion of the course.
 - d. Any materials received will be submitted to the Data Analysis Unit, whose personnel will review, and if relevant, make copies for use by the Department.
 - e. A certificate or statement confirming attendance shall be submitted with the above information. A copy must also be forwarded to the Training Bureau.

116.05 Impartial Attitude of Officers in Police Matters

- (1) In the performance of all phases of police work, a positive, impartial attitude must be displayed. Personal interest in cases should not be indicated other than that necessary to successfully carry out the "Police Mission." Impartial attitudes are of special importance in the following matters:
 - a. Court appearances, verdicts, and procedures.
 - b. Labor-management disputes.

- c. Neighborhood disturbances.
- d. Racial problems.
- e. Accident investigations.

(2) Courtesy

Officers shall at all times be courteous and civil to the public and to one another. They shall be orderly, attentive, respectful, and shall exercise patience and discretion in the performance of their duties.

116.06 Officers' Responsibilities in Giving First Aid

- (1) Officers should exercise proper care and attention when rendering emergency assistance by the use of compressed bandages and tourniquets.
- (2) Officers should obtain competent medical assistance for injured persons without unnecessary delay.
- (3) Unless an officer is thoroughly trained in the use of a tourniquet, he/she should refrain from applying same.
- (4) Officers rendering emergency assistance should use care not to aggravate the injury.
- (5) Arresting officers, upon taking a person into custody, have the duty to exercise reasonable care for the prisoner's health and safety.

116.07 Display of Official Respect and Saluting Requirements

- (1) **Saluting at a Parade:** A uniformed officer at a parade wearing a uniform hat shall stand at attention, face toward the massed National Colors at the head of the parade and render a proper hand salute as they pass. Officers in attendance not wearing a uniform hat will stand at attention facing the colors and place their right hand over their heart. Other groups of colors that follow may be saluted if the officer's immediate attention to duty is not necessary.
- (2) **Saluting during Flag Ceremonies:** During flag ceremonies when the National Colors are hoisted or lowered, carried into any building, room or other place when they are present, officers in uniform, including uniform hat, will stand at attention facing the flag and render the prescribed hand salute. Officers in uniform, but not wearing a uniform hat, will stand at attention facing the flag and place their right hand over their heart. Those officers in civilian clothing will stand at attention, face the flag, remove their hats and place their right hand over their heart.
- (3) **Saluting during playing of the National Anthem:** Whenever the National Anthem is played, all officers present will stand at attention and face the flag or music. Uniformed members wearing a uniform hat will salute the flag or music with the prescribed hand salute. Uniformed officers not wearing a uniform hat will place their right hand over their heart. Officers wearing civilian clothes will remove their hats and place their right hand over their heart.
- (4) **Funeral Processions:** When duty requirements permit, an employee who is on a fixed post at an intersection through which a funeral procession passes shall stand at attention facing the procession. This position should be maintained until at least the hearse and the portion of the procession that contains the immediate family have passed.
- (5) The above rules shall be waived in circumstances requiring immediate police action or in those cases where the life of the officer or other persons might be endangered.

116.08 Address and Telephone Number

- (1) Each member of the department shall have a telephone at his/her place of residence.
- (2) Members shall submit a report of their current residential addresses and telephone numbers to the Human Resource Management Bureau and to their commanding officers. Addresses must be regular street addresses: Post Office Box and Route Numbers are not acceptable.
- (3) Any changes in telephone or address shall be reported by each member within twenty-four (24) hours to their commanding officer and to the Human Resource Management Bureau.
- (4) Officer's Colorado Driver's License and Colorado Motor Vehicle Registration(s) shall state the member's current residential address or Post Office Box in his/her municipality or county of residence. This is a Department of Motor Vehicle prerequisite required by the Colorado Revised Statutes.

116.09 Personnel Emergency and Medical Data

- (1) Annually, a Personnel Emergency Information File, DPD 94, will be distributed to all personnel. It shall be the responsibility of all police officers and CSA employees to ensure that their emergency information files are completed and returned to the Human Resource Management Bureau.
- (2) Any emergency information changes occurring between yearly updates shall be reported on a new Emergency Information File within seventy-two (72) hours. Additional file cards are available from the Human Resource Management Bureau.
- (3) The information contained on the emergency cards will be computerized by the Human Resource Management Bureau and made available for use by command and supervisory personnel.
- (4) The Human Resource Management Bureau will forward all original copies of the emergency cards to the Communications Center for twenty-four (24) hour availability to command and supervisory personnel.
- (5) It is also the responsibility of each officer to notify the Human Resource Management Bureau of any changes in marital or family status which would affect medical benefits. This notification shall be made within thirty (30) days of such change.

116.10 Incurring Expense in Connection with Official Duties

- (1) Officers who necessarily incur expense in connection with their official duties and for which the department is responsible, shall promptly submit to the commanding officer under whose immediate direction the expense was incurred, an itemized account of such expenditure together with all required receipt(s).
- (2) No petty cash purchases will be made without first receiving authorization from the Police Department Financial Services Bureau. Requests for petty cash will be made in writing on the Request for Service or Supplies, DPD 201, and submitted to the Financial Services Bureau. A request must specify the item to be purchased, the cost and justification, i.e., why the department should be responsible for the purchase. The responsibility for compliance rests with the commanding officer of the bureau, detail, or unit making the request for a petty cash purchase.

116.11 Training and Testing

- (1) Continuing Education Program: The Continuing Education Program (CEP) is designed to meet the training needs of the Denver Police Department as a whole, and the individual officers who comprise the department. The Academy CEP Coordinator develops and selects training based upon identified needs or desires expressed by the Chief of Police or his/her designee, requests from Bureau/District commanders for specialized training, as well as feedback from individual officers. The variety of courses offered allow officers the freedom to select training that meets their professional needs, enhances their careers, and satisfies personal interests.
 - a. Each officer is required to complete a minimum of sixteen (16) hours of Continuing Education per calendar year; however, additional hours may be required for specific positions at the discretion of the Chief of Police. This requirement may be met in two (2) ways:
 1. An officer may attend training offered through the Continuing Education Program.
 2. An officer may attend job-related training outside of the Continuing Education Program. See OMS 116.11(1)(b)(3).
 - b. Procedures
 1. Registration – Officers must register for all courses electronically utilizing the CEP web-based application. Selecting “Register for this Course” on the course description window will instantly register the officer in the course. Officers are required to attend all courses in which they are listed as “Registered” or “Approved,” unless: they cancel per policy; they are cancelled or denied by their unit coordinator; or, they are cancelled or denied by the CEP Program Administrator.
 - a. When registered, officers shall receive instant confirmation of their registration from the web-based application; additionally, they will receive a confirmation via e-mail, and their personal profile will reflect registration in the course.
 - b. Upon registration, the Unit CEP coordinator will receive an e-mail notification; the coordinator may then electronically approve or deny the registration. If the registration is denied, officers will be notified electronically of the denial and reason for that denial.

- c. Officers may review their entire CEP history and registration status of any future courses twenty-four (24) hours a day from any computer with internet access.
 2. Cancellation – Officers, who are unable to attend CEP training for which they have registered or approved, shall follow established cancellation procedures.
 - a. Officers may cancel themselves from any course utilizing the CEP web application seven or more days prior to the start of the course. This is accomplished by changing the course status from “Registered” or “Approved” to “Cancelled by Student” and entering a reason for cancellation. Officers must click “Apply Changes” to complete the transaction.
 - b. In the event of an emergency arising within seven days of the starting date of the course, the officer must notify the unit CEP coordinator of the need to cancel. The CEP coordinator may cancel the course electronically. The officer will receive an e-mail notification of the cancellation.
 - c. In the event of an emergency cancellation required the day of the course, the officer or the officer’s supervisor must contact the Academy CEP Administrator in order to excuse the officer’s absence from the course.
 - d. In the event an officer’s supervisor cancels the officer’s attendance at a CEP course due to staffing restrictions, it shall be the supervisor’s responsibility to ensure that proper cancellation procedures are followed.
 3. Waivers – Officers may receive credit toward their sixteen-hour requirement for job-related training attended outside of the Continuing Education Program. The current Continuing Education Program web based application outlines criteria for eligibility of courses for credit toward CEP. Questions about a particular course’s eligibility can be referred to the Academy CEP Coordinator.
 - a. Officers shall complete a Waiver Form and attach a copy of the course outline and certificate of completion or other proof of attendance. The form shall be sent to the Academy CEP Coordinator upon completion of the course. If approved, the training shall be given a course number and the hours of training shall be credited to the officer’s CEP record. The form will then be returned to the officer.
 - c. Minimum disciplinary guidelines for failure to comply with established procedures or hourly requirements shall be as follows:
 1. Failure to follow established registration and cancellation procedures shall result, at a minimum, in an oral admonishment/SSR Entry.
 2. Unexcused failure to attend a registered course shall result in one of the following:
 - a. First violation shall result in a written reprimand.
 - b. Second violation within one (1) year of date of the first violation may result in the fine of eight (8) hours off.
 - c. Subsequent violations within one (1) year of the date of violation may be dealt with more severely.
 - d. An officer who fails to attend a CEP class for which he/she has registered and also neglects to report for their regularly scheduled duty assignment, will be considered Absent Without Leave and may be found in violation of OMS RR-1101.
 3. Failure to complete the sixteen-hour requirement, as designated by the Chief of Police may result in one of the following:
 - a. First violation shall result in the fine of eight (8) hours.
 - b. Second violation in subsequent calendar years shall result in a fine of twenty-four (24) hours.
 - c. Subsequent violations may be dealt with more severely.
- (2) Specialized Training
- a. Training which assists with the development of knowledge and skills particular to a specialized assignment is required and will be provided for the following positions:
 1. Management and supervisory positions.

2. Investigative and training positions.
 3. Technical positions such as Bomb Unit, Crime Laboratory, Polygraph Unit, and Tactical Operations.
- b. Such training shall begin as soon as practical after an officer's assignment to such a position. Training will be obtained from sources approved by the Chief of Police or his/her designee.
- (3) Advanced Training
- a. Requests to attend advanced law enforcement training courses will be directed to the Chief of Police through the chain of command. An officer may be allowed to attend based on the following criteria:
 1. The requesting officer's demonstrated ability in the field to which the training applies.
 2. The potential for personal and professional growth resulting from attendance.
 3. Departmental needs, which would be met.
 4. The requesting officer agrees to train others when requested, in the subject of the advanced training received.
 - b. Post-training assignment of the officer may be based on the optimal utilization of new skills and knowledge.
- (4) Roll Call Training
- a. Roll call training will be provided to keep officers informed between formal training sessions.
 - b. Bureau or unit commanders will require accurate records that reflect the nature of the training, the instructor, and the officers attending.
- (5) Remedial Training
- a. The need for remedial training will be determined as follows:
 1. A Division Chief of his/her designee may make the determination.
 2. Internal Affairs may make a recommendation to the Chief of Police.
 3. Remedial training for recruit or probationary officers may be immediately administered by the Academy personnel, Field Training Officers, or the supervisor or commander of the probationary officer.
 - b. Participation in remedial training will be mandatory.
- (6) Extended Training
- a. The general policy shall be that officers of the Denver Police Department shall be allowed to attend only one extended school or training program (more than four (4) weeks in length) during their careers. This limit has the following exceptions:
 1. Specialized training (hazardous devised, polygraph, chemist, etc.).
 2. Training taken during leaves of absence.
 3. Specific approval from the Chief of Police
 - b. The Section Board for Extended Training, composed of four command officers appointed by the Chief of Police, will screen and approve all applicants for attendance at any extended school or training program.
 - c. All applications for extended schools or training programs will be forwarded, via the chain of command, to the Commander of the Academy four (4) months prior to the beginning date of the anticipated course.
 - d. The Board will consider the following criteria in making selections:
 1. Length of service with the Denver Police Department
 2. Civil Service rank of applicant
 3. Personal evaluation reports and departmental records of applicant
 4. The benefit to be derived to the Denver Police Department by the applicant's attendance at the extended training
 5. The applicant's demonstrated ability
- (7) Arrest Control Quarterly Review
- In an attempt to maintain the quality of Arrest Control Techniques skills, all members of the Classified Service are required to participate in the Denver Police Department Arrest Control Techniques Review Program. This program consists of a quarterly review and proficiency test of certain Denver A.C.T. Program techniques, as defined by the Academy and approved by the Chief of Police.

- a. The D.P.D. Academy senior A.C.T. instructor will take the lead regarding the selection of the specific subject matter to be tested.
- b. Each Division will select specific Divisional A.C.T. Instructors who will service in the capacity of Divisional A.C.T. Coordinators. For those members of the Classified Service, who do not ordinarily report to a Division Chief, will be assigned to one of the Divisional Coordinators. The Divisional Coordinators will be responsible for the A.C.T. training activities, to include refresher training, scheduling, attendance records, performance evaluation and all other documentation, which will be forwarded to the Academy with copies placed in the Officer's station file. The Academy will be responsible for maintaining the records, both collectively and individually.
- c. Divisional Instructors will provide refresher training for each of the selected quarterly techniques prior to individual evaluation. At the conclusion of the review session, all members of the classified service will be required to perform each of the selected techniques at an acceptable level. The A.C.T. Divisional Instructors will complete a Denver A.C.T. Program Techniques Review Sheet on each individual.
- d. Those who are unable to demonstrate proficiency in any technique will, within fourteen (14) days, be provided additional training, then tested again at the Divisional level. Those who cannot perform at an acceptable standard will be referred to the Academy to participate in an eight-hour (8-hour) training day. The referral process will require a letter drafted by the Divisional Coordinator directed to the appropriate Division Chief via the chain of command and will include a copy of the completed Denver A.C.T. Program Techniques Review Sheet. Upon approval, the requests for the Academy training will be forwarded to the Division Chief of Research, Training, and Technology who will, after review, provide notification to the Academy. Attendance at the Academy A.C.T. training is mandatory. In the event an individual cannot perform the required arrest control technique at the conclusion of the eight-hour (8-hour) Academy training session, the appropriate Deputy Chief will be notified in writing by the Academy. The Deputy Chief will determine the appropriate course of action.
- e. The Police Academy will, at a minimum, provide two (2) instructor Certification courses per calendar year. Notification of these classes will be via the Continuing Education Catalog. Attendance will require approval of the attendees' commanding officer.

116.12 Responsibility to Stranded Persons

- (1) It is the policy of the Denver Police Department to offer assistance to persons who become stranded, whether because of vehicular problems, law enforcement intervention or other circumstances beyond their immediate control, and when there are no other means of transportation or assistance available.
- (2) Cab Voucher Program
 - a. A supervisor shall determine the merits of all cab voucher requests and must grant approval prior to transport. Approval shall be based on the following factors:
 1. The subject is stranded at a place and time where personal safety may be jeopardized.
 2. The subject is stranded as a result of a law enforcement action.
 3. As a result of circumstances beyond the control of the subject, no other means of transportation or assistance is available to the subject.
 4. The subject's destination is significant in distance (in excess of twenty (20) minutes), which warrants transport by cab, rather than by officer.
 5. There is a legitimate and compelling need, i.e., victims of domestic violence, subjects involved in traffic accidents, etc.
 - b. Upon approval, these procedures are to be followed:
 1. The officer will transport the subject to the district station where the supervisor or the clerk will complete the Cab Voucher Log and provide a sequentially numbered voucher to the cab driver. (The pink copy of the vouchers must be placed on the Voucher Log.)
 2. The vouchers and log must be kept in a secured area.
- (3) If a citizen refused transportation, the officer shall document the fact on the log sheets.

116.13 Requests for Photos

- (1) No photo will be used where the subject's picture appears in the Daily Bulletin except to detectives filing a case or having the subject under investigation.

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- (2) No more than one photo will be issued to an officer except when they have more than one suspect under immediate investigation.
- (3) All requests for photos must reflect the case number or the location of offense and reason photo is needed on the Search of Records Application, DPD 241.
- (4) Any requests for photos in conflict with this procedure must be approved in writing by the requester's commanding officer and the Division Chief of Research, Training, and Technology.

116.14 Confidentiality of Citizen's Identity

- (1) It is the policy of the Denver Police Department that all employees make a conscious effort to recognize and honor our citizens' confidentiality interests. The Communications Center should inquire, when practical, if the complainants would like direct contact by the officer responding to their calls. Responding officers should make every reasonable effort to honor the citizen's request for confidentiality. In some situations disclosure of citizen identity, and/or citizen contact is necessary, regardless of the individual wishes of the citizen.
- (2) All employees will process requests for information and reports through the appropriate channels. Identity of citizens will only be disclosed in compliance with the Colorado Public (Open) Records Act, or when required through Court process.

116.15 Use of Department Telephones

- (1) All incoming calls will be answered promptly by stating the appropriate unit with the officer's rank and name. CSA personnel shall answer telephone with appropriate unit and name.
- (2) Members of this Department shall be courteous and helpful when answering the telephone.
- (3) Calls shall be transferred promptly.
- (4) Long distance toll calls:
 - a. Authorizations from a command or supervisory officer shall be obtained to make any long distance toll call charged to the Police Department.
 - b. A long distance authorization code must be obtained from the Facility Maintenance Liaison in the Research, Training, and Technology Division.
- (5) If a personal long distance call is made or a collect call is received, and the charges are being placed on the Police Department bill, notification must be forwarded to the Research, Training, and Technology Division giving the date/time, phone number called, person making or accepting the call.
- (6) The **Facility Maintenance Liaison** of the Research, Training, and Technology Division is the liaison between **ITD/Communications** and the Police Department.
- (7) Any request for additional telephone(s) or, a change in service or location of phones is to be sent through the Chain of Command to the Chief of the Research, Training, and Technology Division on the Request for Service and Supplies, DPD 201.
- (8) Use of Cellular Telephones
 - a. Officers are encouraged to utilize departmental cellular telephones in providing service to the community, i.e., calling complainants for the purpose of obtaining additional descriptions, direction of travel, or any other information, which would promote the police purpose.
 - b. Prior authorization must be obtained from a command or supervisory officer for all long distance calls that are to be charged to the Police Department.
 - c. Prior to going off-shift the Long Distance Call Record, DPD 22, must be completed and sent to the office of the Division Chief of Research, Training, and Technology for each long distance call made at the expense of the Police Department.
 - d. Whenever and wherever practical, lengthy calls should be made from land lines and not cellular telephones.
 - e. If at all possible, the Nextel Direct connect feature should be utilized when calling car to car.
 - f. Officers, assigned a Nextel cell phone for their exclusive use, are permitted to make personal calls and reimburse the City at a rate of \$.06 per minute. Officers, assigned a Verizon cell phone for their exclusive use, are permitted to make personal calls and reimburse the City at the rate assessed on the monthly bill.

1. Any officer using the Nextel 411 System for personal information will be assessed a \$1.40 service charge per call, plus airtime at the rate of \$.06 per minute. Officers using the Nextel call-forwarding feature will be charged \$.20 per minute. These features are not factored into the basic plan and must be paid for by the caller.
 2. Officers who use a Nextel phone in a shared-use assignment, (phones not assigned to a specific officer), are not permitted to make personal calls, except in extreme emergencies. The officer shall make a written notification on the Daily Activity Log of cellular calls that are not related to Police Department business. This information shall include the number called and the person called. Incoming calls not related to Police Department business shall also be logged, noting the name of the person calling.
 3. Officers must reimburse the City for all personal calls placed and incoming personal calls received. The officer must review the bill, highlight personal calls, compute the total, and review the bill with a supervisor. Once approved by a supervisor, the officer and supervisor will sign and date. The officer must then submit the phone bill, along with a check for the appropriate amount made payable to the Manager of Revenue, through the Chain of Command to the Division Chief.
 4. Unless written approval of a Division Chief is obtained in advance, officers are prohibited from making telephone calls to chat lines, dating services, or 1-900 services. Employees may be disciplined by the Department for any conduct that is prohibited by or otherwise in violation of this policy.
- g. The Long Distance Call Records, DPD 22, will be completed for each personal call (both incoming and outgoing), and attached to the log sheet or submitted to the next level of command. Those reports shall be filed chronologically by telephone number at the officer's command for reconciliation with the bill.
- h. Sergeants shall review all log entries and take immediate steps to ensure that cellular telephones are being used in accordance with this procedure.

116.16 Handling Barricaded Suspects and Hostage Situations

- (1) The primary objective in a barricaded suspect or hostage incident is the preservation of life. All actions taken should be aimed at reducing the likelihood of further violence. Whenever possible, such situations shall be handled in the following manner:
- a. The first officer on the scene should select an approach that will ensure his/her own safety. He/she should then attempt to isolate, contain, and evaluate the situation, provide an initial report to the dispatcher, and request additional resources as needed.
 - b. The first officer on the scene will verify a barricaded suspect or hostage situation, based on the following check list:
 1. The suspect has committed or is reasonably suspected of having committed a criminal act.
 2. There is a good reason to believe the suspect is armed.
 3. The suspect poses a potential threat to the lives of others.
 4. The suspect is secreted in a position of advantage.
 5. The suspect has refused to submit to arrest or has refused to respond to attempts at contact.
 - c. If such a situation does exist, he/she will notify his/her immediate supervisor and the dispatcher, without delay.
 - d. The dispatcher will notify:
 1. The personnel responsible for handling barricade and/or hostage incidents.
 - a. The ranking on-duty or on call supervisor/command officer of the affected District.
 - b. The commanding officer of the METRO/SWAT Bureau or his/her designee.
 - c. The commanding officer of the Crimes Against Persons Bureau.
 - d. The on-call Public Information Officer to handle media inquiries.
 2. The Communications Center supervisor, who will make any other necessary notifications.
- (2) Primary responsibilities of the first officers at the scene.

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- a. Contain the suspect via inner and outer perimeters.
 - b. Attempt to establish communication with the suspect and determine the nature of the problem. Officers should avoid bargaining with or making any concession to the suspect.
 - c. Commence evacuation of affected area.
- (3) The ranking command officer from the affected patrol district will take immediate command of the incident scene until relieved of this responsibility by the Deputy Chief of Operations who will designate the Situation Commander. The Command Officer/Situation Commander's responsibilities include:
- a. Assuming total command of the police personnel at the scene.
 - b. Making any necessary notification to off-duty command personnel in the affected district.
 - c. Establishing a command post with as many of the following site characteristics as possible:
 - 1. Close proximity to the scene, but out of visual contact.
 - 2. Sufficient area for officers to assemble.
 - 3. Safe avenues of entry and exit.
 - 4. Upwind from the suspect.
 - d. Isolating the scene through a controlled outer perimeter.
 - 1. Traffic should be directed away from the scene.
 - 2. Citizens in the danger area should be evacuated.
 - e. Notifying the dispatcher of the location of the Command Post and of the need for the Fire Department, ambulance, or helicopter to respond to the scene or be placed on standby.
 - f. Notify the P.I.O. and establish a media briefing area at a location separate from the Command Post. This area must be out of sight of the tactical operations area to avoid unintentional release of operational plans to the suspect.
 - g. Requesting a clear channel from the dispatcher, if appropriate.
 - h. Requesting the assistance of Departmental Hostage Negotiators, if needed.
 - i. Establishing and maintaining communications between the Command Post, the hostage negotiators and the METRO/SWAT Bureau.
 - j. Having the final authority to order capitulation to the suspect's demands or invoke a tactical response.
 - k. Once the Situation Commander has decided that a tactical response is the most appropriate action, he will relinquish command to the commander of the METRO/SWAT Bureau. The METRO/SWAT Bureau commander will advise the situation commander of tactical progress and activity.
- (4) Support assignments during the tactical operations phase.
- a. It will be the responsibility of the commanding officer of the METRO/SWAT Bureau to:
 - 1. Evaluate METRO/SWAT personnel requirements and arrange for their response, including planning and deployment of officers for immediate resolution of the situation.
 - 2. Position and prepare sniper/observers, arrest, and entry teams.
 - 3. Establish an inner perimeter, staffed as much as possible with METRO/SWAT officers, for the purpose of excluding unauthorized personnel (including unauthorized police personnel). The Situation Commander will make the final determination regarding personnel to be allowed inside the inner perimeter.
 - b. The commanding officer of the Crimes Against Persons Bureau, or his/her designee, will provide staff and equipment with which to conduct negotiations, gather intelligence information on suspects, and investigate and photograph the crime scene.
- (5) The Commander of the Crimes Against Persons Bureau or his/her designee will assume the position as the Situation Commander when requested to do so by the Deputy Chief of Operations, or his/her designee, for the purpose of providing for the crime scene investigation, including the filing of any subsequent criminal charges.
- (6) General guidelines for consideration during a hostage/barricade situation:
- a. A calm and controlled atmosphere is the best ally of the police. Delay tactics should be used whenever possible to facilitate proper planning and response.
 - b. Hostages are best protected when not moved from the presence of police.
 - c. Police officers shall not surrender themselves as substitutes for any hostage.

- d. If, at any time, the suspect begins to injure or kill the hostages, immediate action should be taken to neutralize the situation, if the situation permits.
- e. Experience has shown that officers who surrender their weapons for any reason increase the danger to all concerned, particularly themselves.

116.17 Policing Auraria Campus

- (1) Auraria Department of Police and Security Authority
 - a. Under CRS state institutions are authorized to employ police officers to perform police and administrative functions as may be deemed necessary.
 - b. These officers hold a classification as "Peace Officer" pursuant to CRS §16-2.5-148 and are certified by the P.O.S.T. board.
 - c. The City and County of Denver has granted Auraria Police Officers "Special Police" powers to enforce parking and motor vehicles codes within the campus proper.
- (2) Jurisdiction
 - a. Auraria Department of Police and Security is the primary law enforcement agency for the Education Center.
 - b. The Auraria Higher Education Center campus consists of 180 acres, and lies north of Colfax Avenue, south of Auraria Parkway, west of South Speer Boulevard, and east of Fifth Street.
 - c. The Denver Police Department is the primary law enforcement agency regarding all off-campus leased properties. Auraria Police will provide crime prevention or other non-enforcement services to these tenants. Auraria officers may respond to contain an emergency or assist DPD at their request.
- (3) Offenses
 - a. Auraria Department of Police and Security enforces all federal laws, state statutes and some limited Denver Revised Municipal Code (D.R.M.C.) ordinances; however, the Denver Police Department has the ultimate responsibility for prosecution of offenses occurring on or about the Auraria campus.
 - b. In situations occurring on the Auraria campus which are likely to result in felony prosecution, officers from the Auraria Department of Police and Security shall begin preliminary investigation and take those steps necessary to preserve any crime scene, and keep witnesses and victims available for further investigation and interview by the Denver Police Department officers and/or detectives. In such cases, Denver Police officers shall complete a General Occurrence (GO) Report, DPD 250, where required.
 - c. Auraria officers will complete General Occurrence (GO) Reports in cases involving minor offenses where they are no suspects or physical evidence present. Auraria officers will also complete traffic accident reports when death and/or serious bodily injury are not involved. These reports will be delivered to the Denver Police Department as outlined in subsection 5e.
 - d. When making an arrest for violations of city ordinances, Auraria officers shall complete the General Sessions Summons and Complaint (GSS&C), DPD 287, and sign as the complainant. Denver police officers shall ensure the completeness of the summons and complaint, shall sign as the arresting officer, and issue the summons to the violator.
 - e. Auraria police will request specialized assistance from the Denver Police Department. These situations may include hostage negotiation, METRO/SWAT, crime scene processing, criminal investigations and DUI car response.
 - f. The Denver Police Department has primary reporting and investigative responsibility for all crimes occurring on the Auraria Campus that fall under the jurisdiction of the District Attorney for the second Judicial District and most of the crimes that fall under the jurisdiction of the Denver County Court. This includes, but is not limited to, all felony and State misdemeanor cases, any crime of violence or threatened violence, any crime involving injury or threatened injury, any crime involving the use or threatened use of a weapon, or any crime involving the destruction or threatened destruction of property.
- (4) Structure
 - a. Auraria Department of Police and Security is a continuously functioning police agency, in operation twenty-four (24) hours a day.

- b. The department has a uniform division consisting of "Peace Officers" as defined in C.R.S. §16-2.5-148 and unarmed state security officers, twenty-four (24) hour dispatch functions with CCIC and NCIC capacity, and a police and security unit assigned to the Tivoli Student Union on a twenty-four (24) hour basis.
- c. The Auraria police building at 1200 7th Street, Denver, Colorado, 80204, serves as headquarters. There is a police satellite station at the Tivoli Student Union, 900 Auraria Parkway. Officers and civilians can contact the Communication Center by calling (303) 556-3271, and in emergencies on campus by calling 911. The campus 911 phone system operates independent of the DPD system.

(5) Communications

- a. All calls for service within the campus are directed to the Auraria Police dispatcher via the campus wide systems or through telephoning (303) 556-3271 for non-emergency calls.
- b. The Auraria Police dispatcher is in contact with the Denver Police Department via phone and Denver Police radio "Tac-6" and channel 6.
- c. The Auraria Police dispatcher performed NCIC and CCIC clearances.
- d. Auraria Police officers use the Denver Police Department report writing system and forms and are trained in their use. Denver Police officers will countersign these reports as needed.
- e. Police reports are reviewed and approved by Auraria Police supervisors and are delivered to the Denver Police Department on a daily mail run.

116.18 Resources for Police Department Employees and their Families

(1) Police Psychological Service Unit

- a. Any need for emergency contact of the Police Psychologist can be met through the police dispatcher or at the Psychologist's office during normal working hours.
- b. Officers or families (spouses and dependent children) seeking confidential counseling should call the Psychologist's Office and arrange for an appointment. The office phone number is found in the Department telephone directory.
- c. The Psychologist shall be available to all officers and/or families without respect for the chain of command, nor shall any officer be ordered to consult with him by any commanding officer.
- d. The Psychologist will supervise the Denver Police Department Peer Support Project and the volunteers involved in the program.
 - 1. The Peer Support Project provides confidential emergency intervention, assessment, and direction to other available resources, when indicated, in alcohol and related problem areas. The only exception to the rule of confidentiality would be regarding information dealing with criminal activity. Officers serving as Peer Support Advisors are required to report such information to the appropriate authority.
 - 2. Peer Support Project members are volunteers from the Denver Police Department and are trained under the direction of the Police Psychologist.
 - 3. Project members can be contacted through the Police Psychologist's office during normal business hours. After normal business hours, project members can be contacted through their answering service.

(2) Chaplains Unit

- a. The Denver Police Department's Chaplains Unit is an organization of volunteer Clergy, which serve at the pleasure of the Chief of Police. The unit provides spiritual and emotional resources to the Denver Police Department, its officers, and family members. Police Chaplains also help in the overall community policing effort.
- b. By-laws
 - 1. The Chaplains Unit will be guided by and held to the established by-laws of the unit.
 - 2. The Chaplains will be responsible for following the Protocol for the unit.
 - 3. The Chaplains must meet the qualifications and fulfill the duties of the Police Chaplains Unit.

116.19 Funeral and Mourning Procedures for Police Officers on Active Duty at the time of their Death

- (1) The Denver Police Department will provide liaison assistance to the immediate survivors of an officer who dies in the duty. This assistance is provided whether the death was unlawful or accidental (i.e., automobile accident, hit by a passing vehicle during a traffic stop, training accident) while the active member was performing a police-related function, either on or off-duty and while he or she was an active member of the Department. The Chief of Police may institute certain parts of this procedure for cases of a member's natural death or serious injury. The Department will also provide a clarification and comprehensive study of survivor benefits as well as emotional support during this traumatic period of readjustment for the surviving family. Funeral arrangements of the deceased member are to be discussed with the family, with their wishes taking precedence over the Department's.
- (2) Coordination of events following the line-of-duty death of a police officer is an extremely important and complex responsibility. Professionalism and compassion must be exhibited at all times as an obligation to the member's survivors and to the law enforcement community. In order to provide the best possible services and support for the member's family, specific tasks may be assigned to selected members of the Department. Their titles are:
 - **NOTIFICATION OFFICER**
 - **HOSPITAL LIAISON OFFICER**
 - **FAMILY LIAISON OFFICER**
 - **DEPARTMENT LIAISON OFFICER**
 - **FUNERAL LIAISON OFFICER**
 - **BENEFITS COORDINATOR**
 - **PUBLIC INFORMATION OFFICER**
- (3) An explanation of each of these responsibilities follows. A member may be called upon to perform more than one role. Officers are encouraged to maintain an up-to-date "Confidential Line-of-Duty Death Information" form in the Human Resource Management Bureau and at their assignment. The form will be updated at the regular performance evaluation session. Commanders are responsible for the distribution of these forms. The information will be of extreme comfort to members' families and the Department in fulfilling the deceased officer's wishes.
- (4) **NOTIFICATION OFFICER – Procedures and Responsibilities**
 - a. The captain of the affected officer(s) shall have the responsibility of insuring proper notification of the next of kin of a member who has suffered severe injuries or died. The Captain will serve as the **NOTIFICATION OFFICER** or designate another to inform the survivors. In the case where an officer has requested someone else for notification, the captain will respond to assist and adhere to the request if the person is immediately available. This information will be found in the officer's "Confidential History" form in his/her personnel file at the assignment.
 - b. **The Department will not release the name of the deceased member before the immediate family is notified.** When appropriate, the **PUBLIC INFORMATION OFFICER (PIO)** will release any and all information regarding the event.
 - c. If there is knowledge of a medical problem with an immediate survivor, medical personnel should be called to the residence at the time of notification.
 - d. The deceased or severely injured member(s) partners should also be afforded the courtesy of a personal notification whenever possible. A second designated **NOTIFICATION OFFICER** will accomplish this.
 - e. Notification will be made in person and never alone. The Chief of Police or his/her designee, police chaplain, close friend, and/or another police survivor could appropriately accompany the **NOTIFICATION OFFICER**. However, if the aforementioned persons are not readily accessible, notification should not be delayed until these people can gather. If there is an opportunity to get to the hospital prior to the demise of the member, do not wait for the delegation to gather. The family should learn of the death from the Department first and not from the press or other sources.

- f. Never make a death notification on the doorstep. Ask to be admitted to the house. Inform family members slowly and clearly of the information you have. If specifics of the incident are known, the **NOTIFICATION OFFICER** should relay as much information as possible to the family. Be sure to use the member's name during the notification. If the member has died, relay that information. Never give the family a false sense of hope. Use words such as "died" and "dead," rather than "gone away" or "passed away." **The NOTIFICATION OFFICER** should be consoling the family, not the other way around.
- g. If the family requests to visit the hospital, they should be transported by police vehicle. It is highly recommended that the family not drive themselves to the hospital. If the family insists on driving, an officer should accompany them in the family car.
- h. If young children are at home, the **NOTIFICATION OFFICER** must arrange for immediate babysitting needs. This may involve co-workers' spouses, transportation of children to a relative's home, or similar arrangements.
- i. Prior to departing for the hospital, the **NOTIFICATION OFFICER** should notify the hospital staff and the **HOSPITAL LIAISON** (by telephone if possible) that member(s) of the family are en-route. If immediate survivors live beyond the Denver metropolitan area, the **NOTIFICATION OFFICER** will ensure that the Communications Center sends a Teletype message to the appropriate jurisdiction requesting a personal notification. The **NOTIFICATION OFFICER** should call the other jurisdiction telephone in addition to the Teletype message. The department's **LIAISON OFFICER** may assist with this duty in the event the **NOTIFICATION OFFICER** is involved in other duties.
- k. The Chief or a high-ranking representative should respond to the residence or the hospital to meet with the family as quickly as possible.
- l. In the event of an on-duty death, the external monitoring of police frequencies may be extensive. **Whenever possible, communications regarding notification should be restricted to the telephone.** If the media has obtained the member's name, they will be advised to withhold the information pending notification of next of kin. All officers should be aware of radio transmissions discussing the event while family members are in the vehicle. When possible, lower the volume so that conversations that may cause further distress are limited.

(5) HOSPITAL LIAISON OFFICER

- a. The Captain of the District in which the event occurs is responsible for confirming a HOSPITAL LIAISON OFFICER is responding. The Communications Center will call officers from a predetermined list. The HOSPITAL LIAISON OFFICER is responsible for coordinating the activities of hospital personnel, the member's family, the press, and others at the hospital. These responsibilities include:
 1. Contacting the Attending Physician or the emergency room Charge Nurse and arranging to provide an appropriate waiting facility for the family. The Charge Nurse will introduce the social worker to assist. Obtain the hospital ID card and return it when you leave.
 2. Arranging a separate area for fellow police officers to assemble. Ensure that the Police Psychological Services and Peer Support are responding.
 3. Establishing a press staging area outside the hospital. This is coordinated with the **PUBLIC INFORMATION OFFICER.**
 4. Ensuring that medical personnel relay pertinent information regarding a member's condition to the family on a timely basis before such information is released to others.
 5. Assist medical personnel with ongoing issues such as, crowd control, police car parking, etc.
 6. Open and staff the entrance, located on Speer Boulevard, nearest the Denver Sheriff's Department office. Officers can enter and exit the hospital through this entrance. Police cars can be stacked (parked) in the lot directly outside this door.
 7. Ensure that all police responders deposit their car keys at the Sheriff's office. This will ensure the location of the keys in the event some cars need to be relocated.
 8. Request additional traffic control to block off the 600 block of Bannock Street for parking if the need arises. No police cars will be parked at the ambulance dock.
 9. Ensure that the family is updated regarding the incident and the member's condition upon their arrival at the hospital.

- 10 Arranging transportation for the family back to their residence.
- b. **If it is possible for the family to visit the injured member before death, they should be afforded the opportunity.** A medical officer, with the assistance of a police official, will “prepare” the family for what they might see in the emergency room and should accompany the family into the room for the visit if the family requests it. Medical personnel will advise the family of visitation policies and explain the donation process. In the event of death, a police official will explain the necessity of autopsy.
 - c. The **NOTIFICATION OFFICER(S)** should remain at the hospital while the family is present.
 - d. Do not be overly protective of the family. Do share specific information of how the member met his/her demise, as well as allowing the family time with the deceased member.
- (6) **FAMILY LIAISON OFFICER**
- a. The selection of a **FAMILY LIAISON OFFICER** is a critical assignment. An attempt should be made to assign someone who enjoyed a close relationship with the member and his/her family. When possible, male/female “teams” should be utilized as **FAMILY LIAISON OFFICERS**; thus, preventing bonding between the survivor(s) and member during a vulnerable time in the survivor’s life.
 - b. This is not a decision-making position, but a “facilitator” between the family and the Department.
 - c. Responsibilities of the **FAMILY LIAISON OFFICER** include:
 1. Ensuring that the needs of the family come before the wishes of the Department.
 2. Assisting the family with funeral arrangements and making them aware of what the Department can offer if they decide to have a police funeral. The **FUNERAL LIAISON OFFICER** will assist in the process. If they choose the latter, briefing the family on funeral procedure (i.e., presenting the flag, playing of taps, rifle squad).
 3. Apprising the family of information concerning the death and continuing investigation, after receiving the accurate information from the Investigation Division.
 4. Providing as much assistance as possible, including overseeing travel and lodging arrangements for out-of-town family travel, food for funeral attendees following the burial, etc.
 5. Notifying Concerns of Police Survivors (C.O.P.S.) at (573) 346-4911. Members are available to provide emotional support to surviving families.
 6. Carrying a pager and cell phone at all times. If the **FAMILY LIAISON OFFICER(S)** does not have pagers or cell phones, they are to contact the Research, Training, and Technology Division to obtain them.
 7. Informing the family as to what to expect in relationship to media coverage.
 8. **FAMILY LIAISON OFFICER(S)** should request the assistance of the **DEPARTMENT LIAISON OFFICER** with any of these duties.
- (7) **DEPARTMENT LIAISON OFFICER**
- a. This position is normally assigned to an aide in one of the offices of the senior command staff. The **DEPARTMENT LIAISON OFFICER** will be a commander, i.e., captain, lieutenant, or higher because of the need to effectively coordinate resources throughout the Department.
 - b. Responsibilities of the department LIAISON OFFICER include:
 1. Assigning the Family and Funeral Liaison positions, with the approval of the Chief of Police or designee.
 2. Conducting a Daily Briefing for the Chief of Police and senior command staff. The Public Information Officers, the Benefits Coordinator, the Hospital Liaison and Funeral planner will attend and report updates at these briefings.
 3. Working closely with the FAMILY LIAISON OFFICER to ensure that the needs of the family are fulfilled.
 4. Issuing a Teletype message to outside agencies, describing:
 - a. Name of deceased.
 - b. Date and time of death
 - c. Circumstances of surrounding the death
 - d. Funeral arrangements (state if service will be private or a police funeral)

- e. Uniform to be worn
 - f. Expressions of sympathy in lieu of flowers
 - g. Contact person and phone number for visiting departments to call to indicate their desire to attend or to obtain further information
5. Issuing printed messages from the Chief of Police, notifying members of timely information, i.e., policy regarding the wearing of memorial sashes on badges and vehicles, funeral service details.
 6. Establishing a command center and telephone line to coordinate information and response to the tragedy. This telephone number will be given to the community, as well as department members.
 7. Coordinating the activities of all the specialty officers involved in the event.
 8. Arranging for routine residence checks of the survivor's home by the Patrol Division for 6-8 weeks following the funeral. This service is necessary since large amounts of money are passing through the residence and the survivors will be spending time away from home with legal matters.
 9. Writing correspondence for the Chief of Police to recognize all that assisted with the event.

(8) PUBLIC INFORMATION OFFICER

- a. The Public Information Officer will handle the news media throughout the ordeal. If the family decides to accept an interview, a member should attempt to "screen" questions presented to the family so as not to jeopardize subsequent legal proceedings.
- b. Responsibilities of the Public Information Officer (at the hospital) include:
 1. Contacting the hospital PIO to coordinate the initial press releases
 2. Obtain and wear the hospital ID card. Return it when you leave
 3. Locate and set up Press area outside the hospital
 4. Communicate (joint) press releases from the hospital
 5. Follow-up with department press releases per the PIO job description

(9) FUNERAL LIAISON OFFICER

- a. Responsibilities of the FUNERAL LIAISON OFFICER include:
 1. Meeting with the following persons to coordinate funeral activities and establish an itinerary:
 - a. Chief of Police and Bureau Commanders (daily briefing)
 - b. Funeral Director
 - c. Family Priest, Minister, or Police Chaplain (when requested)
 - d. Cemetery Director
 - e. Traffic Operations Special Events Director
 - f. Honor Guard, Rifle Team, Bugler, and Bagpipers
 2. Directing funeral activities of the Department and visiting police departments according to the wishes of the family.
 3. Obtaining an American flag. If the family wishes a flag presentation by the Chief, notify the Chief's Office.
 4. Determining if the family desires a burial in uniform and selecting a member to obtain a uniform and all accouterments (except weapons) and deliver them to the funeral home.
 5. Arranging for the delivery of the member's personal belongings to the family.
 6. Updating the Chief and staff concerning all funeral arrangements at the daily briefing.
 7. Ensuring that the surviving parents are afforded recognition and that proper placement is arranged for them during the funeral and procession.
 8. Arranging for a stand by doctor for the family, if necessary.
 9. Coordinating traffic management with the Traffic Operations Bureau for other jurisdictions during the viewing, funeral, and procession, and arranging for a tow truck to be available along the procession route.
 10. Assigning a member to remain at the family home during the viewing and funeral.

11. Maintaining a roster of all Departments sending personnel to the funeral, including:
 - a. Name and address of responding agencies
 - b. Name of the Chief of Police
 - c. Number of officers attending the reception after the funeral
 - d. Number of vehicles
12. Assisting in making the necessary accommodation for food, lodging, etc.

(10) BENEFITS COORDINATOR

- a. The Director of the Human Resource Management Bureau will function as the **BENEFITS COORDINATOR** and will gather information on benefits/funeral payments available to the family. The **BENEFITS COORDINATOR** has the Department's full support to fulfill this responsibility to the survivors and is completely responsible for filing the appropriate benefit paperwork and following through the family to ensure that these benefits are being received.
- b. The **BENEFITS COORDINATOR** is responsible for:
 1. Notifying the appropriate hospital personnel that all medical bills relating to the injured or deceased member are directed to the City's Workers Compensation Unit. The family should not receive any of these bills at their residence. This may required the BENEFITS COORDINATOR to re-contact the hospital during normal business hours to ensure that proper billing takes place.
 2. Filing Worker's Compensation claims and related paperwork.
 3. Contacting the appropriate offices without delay to ensure that the beneficiary receives death and retirement benefits, the member's remaining paychecks and payment for remaining sick leaves and compensatory time.
 4. Gathering information on all benefits/funeral payments, to include the Public Safety Officers' Benefits Act, that are available to the family.
 5. Setting up any special trust funds or educational funds.
 6. Notifying police organizations of the death and ensuring that any and all entitlements are paid to the beneficiary. These agencies may also offer legal and financial counseling to the family at no cost.
 7. Preparing a printout of the various benefits/funeral payments that are due to the family, listing named beneficiaries and contracts at various offices, and when they can expect to receive payment.
 8. Meeting with the surviving family a few days after the funeral to discuss the benefits they will receive. A copy of the prepared printout and any other related paperwork should be given to the family at this time.
 - a. If there are surviving children from a former marriage, the guardian of those children should also receive a printout of what benefits the children may be receiving.
 - b. Attention should be given to the continuation of health care benefits. Many providers allow a thirty-day (30-day) grace period before canceling or imposing monthly payments upon survivors.
 - c. Meeting again with the family periodically to ensure they are receiving benefits.
 9. Immediately prepare a report containing publishable information of any officer killed in the line of duty. This information is to be brought to the hospital as the Coordinator responds. The Public Information Officer will use the report for media releases.
 10. Retrieve the Confidential Line of Duty Death Information form for the officer and delivery it to the **DEPARTMENT LIAISON OFFICER** at the hospital, in the sealed envelope.

(11) CONTINUED SUPPORT FOR THE FAMILY

- a. Members of the Department must remain sensitive to the needs of the survivors long after the member's death. The grief process has no timetable. More than half of the surviving spouses can be expected to develop a post traumatic stress reaction to the tragedy.
- b. Survivors should continue to feel a part of the "police family." They should be invited to Department activities to ensure continued contact.

- c. Members of the Department are encouraged to keep in touch with the family. Close friends, co-workers, and officials should arrange with the family to visit the home from time to time so long as the family expresses a desire to have these contacts continue.
- d. The Chief of Police should observe the member's death date with a short note to the family, flowers on the grave, and/or wreath placement at the National Law Enforcement Officers Memorial.
- e. Holidays may be especially difficult for the family, particularly if small children are involved. Increased contact with the survivors and additional support is important at these times.
- f. The FAMILY LIAISON OFFICER acts as a long-term liaison with the surviving family to ensure that close contact is maintained between the Department and the survivors and that their needs are met for as long as they feel they need for support.
- g. If no court proceedings surround the circumstances of the member's death, the FAMILY LIAISON OFFICER will relay all details of the incident to the family at the earliest opportunity.
- h. If criminal investigations surround the death, the FAMILY LIAISON OFFICER will:
 1. Inform the family of all new developments prior to press release.
 2. Keep the family apprised of legal proceedings.
 4. Introduce the family to the victim's assistance specialists of the court.
 5. Encourage the family to attend the trial, and accompany them whenever possible.

Arrange for investigators to meet with the family at the earliest opportunity following the trial to answer all their questions.
- i. ASSISTANCE FOR AFFECTED MEMBERS
 1. Members who were on scene or who arrived moments after a member was critically injured or killed should be relieved from duty as quickly as possible.
 2. Police witnesses and other members who may have been emotionally affected by the serious injury or death of another member will attend a Critical Incident Stress Debriefing held by a trained medical health professional.
 3. Members may call upon the services of the Police Psychologist.
 4. Members may also seek out colleagues with the Peer Support Program.
 5. Members of the Peer Support Program are available on an on-call basis. The FAMILY LIAISON OFFICERS are also members of Peer Support, but in the event surviving officers require additional assistance, call Peer Support.
 6. A Peer Advisor receives a request for service via radio or a fellow officer. Peer advisors can be contacted individually or by calling the Peer Support pagers: (303) 640-9086 or (303) 640-9145.
 7. The Peer Advisors will assist Dr. John Nicoletti or a member of his staff by arranging roll call or group debriefing sessions.
 8. The Police Chaplains are always available to Department members.
- j. Traffic Operations Bureau Special Events Unit Responsibilities
 1. The Special Events Coordinator is responsible for the overall management of all transportation related to the funeral. Specific duties may include, but are not limited to:
 - a. Escorting the family limousines to the service facility. This involves meeting and providing an escort from the family's home or other designated area.
 - b. Providing an escort for the funeral procession to any sites involved in this proceeding.
 1. Manage all traffic control along the route
 2. Manage all movement of the funeral procession
 3. Assist with organizing the vehicle order in the procession once the funeral managers (mortuaries) have made their determinations.
 4. Coordinate and order any traffic control cones or barricades as needed.
 5. Ensure the placement and return of the traffic control devices.
 6. Coordinate with outside law enforcement organizations and other applicable agencies to ensure a safe, controlled route.

- c. Miscellaneous duties: Coordinate the Color Guard and Rifle Team.
 - d. Chain of Command
 - 1. The department **LIAISON OFFICER** reports to the Chief of Police or designee. All other officers involved in the event report directly to the department **LIAISON OFFICER**, except the **HOSPITAL LIAISON OFFICER**.
 - 2. The **HOSPITAL LIAISON OFFICER** is in command and has control of the hospital scene. When, in the case of surviving injured officers, an extended stay is imminent, the **HOSPITAL LIAISON OFFICER** will ensure a police guard for the officer(s). In these cases, the **HOSPITAL LIAISON OFFICER** will attend the Daily Briefings and report updates.
 - 3. All tasks surrounding the event will be coordinated through the department **LIAISON OFFICER** to ensure completion and avoid duplication of work.
- (12) All officers attending the services are encouraged to appear in uniform.
- a. The uniform of the day shift shall be long sleeve shirts, ties, and hats.
 - b. The Honor Guard will always wear their authorized winter uniform.
 - c. Officers in uniform, upon entering or departing the place of services and while passing by the deceased, shall carry the hat in the right hand and place it over the badge.
 - 1. Detectives and other non-uniformed personnel shall form after the uniformed officers, enter the place of services directly behind them, and sit collectively.
 - 2. These department representatives will accompany the cortege to the cemetery and will attend the graveside services:
 - a. The Honor Guard
 - b. The Police Rifle Team
 - c. At least ten (10) uniformed officers
 - d. Use of one police car is authorized to lead the procession as are four (4) solo motorcycles when weather permits.
- (13) The Department will observe a period of official mourning for all Denver police officers who are on active duty at the time of their death.
- a. When officers are killed on duty or at any time as the result of being involved in a police related action, or die from wounds or injuries received while on duty or any time while involved in a police related action, the mourning will commence upon notification from the proper authority and will continue until the completion of detail three on the day of the services.
 - b. When officers die while active members of the Denver Police Department, the mourning will commence the day before the service at the beginning of detail one and will end the day of the services at the completion of detail three.
 - c. All Police Department flags shall be displayed with due respect for the same period of time at the direction of the Chief of Police.
 - d. Affixing black tape to the uniform badge is an authorized addition to the uniform during the official mourning period.
 - 1. Only 3/4 inch black electrical type tape is authorized as a mourning shroud. It will be distributed by the Financial Services Bureau to all units as needed.
 - 2. The black tape will be affixed so as to run from the upper left of the badge as worn, diagonally to the lower right at a 45 degree angle. This shroud will be removed from the uniform badge at the termination of the official mourning period. See OMS 116.19(3)a.
 - e. An official period of mourning may be authorized by the Chief of Police to honor the memory of other law enforcement officers or dignitaries. This mourning period will not be longer than that observed by the parent agency, may include an appropriate display of the Police Department flags and wearing black tape as an authorized addition to the uniform badge.

116.20 Funeral Procedures for Retired Members of the Department

- (1) Upon learning of the death of a member of the Denver Police Department who has been retired from the active service, the Human Resource Management Bureau shall notify the Special Operations Division Chief. The Human Resource Management Bureau will provide the name of the deceased officer, the time and place of the funeral, and the family's wishes about police participation in the arrangements.
- (2) The Special Operations Division Chief, or his/her designee, will coordinate police participation in the funeral.
 - a. When the funeral is held in the metropolitan Denver area, twelve (12) uniformed officers shall be assigned to attend the services. These officers will be assigned evenly from each district station.
 - b. Whenever possible, the secretary of the Retired Officers Association will direct the seating of active, uniformed and retired officers from the Department who attend the services. In the absence of the secretary, the Police Department coordinator will direct such arrangements.
 - c. At the conclusion of the services, one member of the funeral detail will direct the officers to line the route of the casket from the chapel to the hearse.
 - d. At least two (2) uniformed officers will represent the Department by accompanying the cortege to the cemetery and attending the graveside services.
 - e. Use of one (1) police car is authorized to lead the funeral procession to the cemetery.

116.21 Police Honor Guard and Rifle Team

- (1) Organization of the Police Honor Guard
 - a. Officers, while serving as members of the Honor Guard, are attached to the Traffic Operations Bureau.
 - b. Officers receive all orders pertaining to the commitment and operation of the Honor Guard from the Commander of the Traffic Operations Bureau.
- (2) Functions Attended by the Police Honor Guard
 - a. All requests for the appearance of the Police Honor Guard will be sent through official channels to the Division Chief of Special Operations, who will approve the commitments accepted by the Honor Guard.
 1. These functions may include such events as parades, inaugurations, ceremonies held for visiting dignitaries, or athletic events.
 2. All requests for the Police Honor Guard will be made a minimum of 3 days prior to the requested appearance date to allow adequate time for planning and personnel allocation.
 - b. The Police Honor Guard may participate in the funerals of (see OMS 116.19 and 116.20):
 1. Denver police officers on active duty at the time of their death.
 2. Retired Denver Police Officers, when authorized by the Division Chief of Special Operations.
 3. Police officers or dignitaries throughout the State of Colorado and the nation, when authorized by the Chief of Police.
- (3) Police Rifle Team
 - a. The Police Rifle Team, assigned from the METRO/SWAT Bureau, will be detailed to the funerals of those officers killed in the line of duty.
 - b. Requests for the Police Rifle Team will be directed to the Division Chief of Special Operations.

116.22 Private or Commercial Aircraft Crashes

- (1) Whenever a privately owned or commercial aircraft crashes anywhere within the city limits of Denver, officers of this department will respond to the scene.
 - a. The first car arriving at the scene of the crash will request whatever assistance is required to begin rescue operations and to secure the area. These officers will function as the police command post until a supervisory or command officer of the district in which the crash occurred arrives at the site.

- b. The Fire Department will be called whether or not there is an active fire resulting from the crash. The Fire Department will first direct their attention to extinguishing any active fires and be immediately available in the event of an explosion or fire. They will also assist in the rescue operations. Upon the arrival of the Fire Department, police officers will direct their attention to securing the area and providing clear, easy access and exit routes for all emergency response equipment and personnel.
- (2) If the crash occurs on the Denver International Airport (D.I.A.) grounds, the Airport Police and Director of Denver International Airport (D.I.A.) will immediately respond to the scene. These people will set in motion the emergency procedures especially developed for such incidents. The responsibilities of the district and traffic officers at the scene will be insuring security of the airport perimeter and maintaining open access and exit routes for emergency response personnel.
- (3) It is essential that adequate police units be deployed without delay so control of the entire situation can be retained by the proper authorities. Attention must be directed at crowd control, security of the involved area, assisting evacuation efforts in case of fire or explosion, preventing looting and theft, maintaining open routes into and from the site and to the hospitals.
- (4) The Denver Police Department is not responsible for completing reports concerning the aircraft crash. The investigation will be conducted by the FAA and the National Transportation Safety Board.
 - a. The Denver Police Department WILL complete the Sick and Injured Report, DPD 150, for injured persons transported to the hospital from the crash site.
 - b. Appropriate reports related to incidents occurring because of the atmosphere created by the airplane crash, such as an auto accident or property theft, will be completed by Denver police officers.
- (5) The City Coroner's Office will take charge of the dead. The Coroner will contact the Police Department Crime Laboratory or the Identification Section if assistance is required to identify the deceased.

116.23 Military Aircraft Crashes

- (1) When an air crash involves a military plane, the first officers on the scene will function in the same manner as when private or commercial aircraft crash EXCEPT that military authorities will take complete charge of the incident upon their arrival.
- (2) Officers are warned to be especially cautious when at the site of the military aircraft crash.
 - a. These planes are designed to protect the onboard defense devices should the crash happen in hostile territory. Therefore, many unusual hazards exist. These include explosives built into the ejection and electronic guidance systems, quantities of oxygen in the cockpit, high pressure hydraulic systems, and extremely caustic batteries.
 - b. The Denver Police Department Bomb Squad and the Fire Department will be called to the scene as military aircraft can be loaded with incendiary devices, various types of bombs and other weaponry.
 - c. OFFICERS MUST RESIST the instinctive reaction to immediately check for injuries and remove any people who may be in the aircraft. Officer should approach the downed aircraft ONLY AFTER specially trained and protected military, Bomb Squad, and Fire Department personnel have arrived, evaluated the crash site, and, when necessary, disarmed any explosive devices that may be aboard.
- (3) Prior to the arrival of the military authorities, police officers on the scene will prevent photographs from being taken of any military property or equipment, except by authorized U.S. Government officials. Anyone taking unauthorized photographs of military aircraft and equipment can be subject to Federal Espionage Laws. No information concerning the event will be given to unauthorized persons.
- (4) The City Coroner's Office will take charge of the dead. The Coroner will contact the Denver Police Department Crime Laboratory or the Identification Section if assistance is required to identify the deceased.

116.24 Conducting a Commercial Business or Private Enterprise During Working Hours

- (1) Officers will not carry out any function of a commercial business or private enterprise during their working hours.
- (2) Officers will not, at any time, carry out any function of a commercial business or private enterprise on any Police Department property.

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- (3) Officers will not use any Police Department equipment, vehicles, phone numbers or addresses for the purpose of carrying out the functions of a commercial business or private enterprise, and/or for the buying or selling of any products or services related to that business or enterprise. See OMS RR-808.
- (4) Officers will not use their official titles in connection with any commercial business or private enterprise without the express permission of the Chief of Police. See OMS RR-205.
- (5) These restrictions will apply, but not be limited to, any verbal promotion, or any advertisement, business card, poster, or other printed publication.
- (6) The exception to these restrictions is the posting of notice on Police Department bulletin boards, providing that these notices do not contain Police Department phone numbers or addresses.

116.25 Assisting Fire Department

- (1) When requested by Fire Department:
Whenever the Fire Department requests police assistance at a scene, the police dispatcher will send a police officer.
 - a. The responding officer will determine if additional officers are needed, and if so, will request additional assistance from the police dispatcher.
- (2) Duties of officers at the scene of a fire:
 - a. Secure the scene and entrances, and protect the fire area and outer parameter.
 - b. Control access roads to and from the fire site needed for emergency equipment.
 - c. Assist other agencies at the scene responsible for minimizing the seriousness of the fire, and restoring normal services, such as utility companies.

116.26 Underwater Recovery Team

- (1) The assistance of the Undercover Recovery Team may be requested through the Division Chief of Patrol by any command or supervisory officer who has reason to believe that evidence in a criminal case may be located in an underwater location.
 - a. All approved requests for the assistance of the Underwater Recovery Team will be made through the Communications Bureau.
 - b. The Communications Bureau will notify the Team Leader of the Underwater Recovery Team or his/her on-call designee.
- (2) The Team Leader of the Underwater Recover Team will evaluate the request and determine the feasibility of the requested assignment, taking into account the urgency and important of the case, nature of the diving area, weather, available personnel and equipment, and any other known factors relevant to the proposed operation.
- (3) If the Team Leader determines that the assignment is feasible, he will assign a dive coordinator to handle the assignment. The Team Leader will also assign such other divers and equipment, as he deems necessary to assist the dive coordinator.
- (4) At the conclusion of the assignment, or whenever an assignment is refused for any reason, the Team Leader of the Underwater Recovery Team will complete, or cause to be completed, a letter to the Division Chief of Patrol on the Inter-Department Correspondence, DPD 200.
 - a. If the assignment was accepted, the letter will include all pertinent information relating to the assignment as follows: the requesting supervisor or command officer, location, personnel involved, and person-hours expended.
 - b. If the assignment was refused, the reasons for refusal shall be documented.

116.27 Utilization of Canines

- (1) Canines to the METRO/SWAT Bureau will be available to assist in searches, crowd control, tracking, explosive and narcotic detection, security at scenes of major crimes or disasters, in addition to regular patrol duties and special assignments.
- (2) If an officer needs a canine and none are on duty, the dispatcher shall be notified. The canine supervisor will be contacted and will make the determination of which canine officer to send.
- (3) Canine handlers will be in complete charge and responsible for their dogs' deployment, regardless of the ranking officer on the scene. Canine handlers will determine the appropriate utilization of their dogs.

- (4) Any conflicts in utilization shall be reported in writing, via the chain of command, to the commanders of the officers involved, as soon as possible.

116.28 Political Activities by Denver Police Officers

- (1) Prior to engaging in political activities, officers shall ascertain that those activities are legally permissible, in compliance with departmental Rules and Regulations and the Secondary Employment Procedure, and are compatible with their position and duties as police officers.
- a. The laws affecting political activities by Denver Police Officers include:
 1. Title 5, Chapter 15 United States Code (The Hatch Act);
 2. Denver City Charter Sections C5.13, C5.14, C5.74; and
 3. Denver Revised Municipal Code (D.R.M.C.) Sections 2-52, 2-53, 2-54.
 - b. A file containing these laws is maintained in the Data Analysis Unit and is available to interested officers.
 - c. Officers shall familiarize themselves with these laws prior to engaging in political activities other than those listed in OMS 116.28(2)b.
- (2) Denver Revised Municipal Code (D.R.M.C.) Section 2-54 states, in part, "...it shall be unlawful: For any officer or employee to hold any public office or employment which is incompatible with the duties as such officer or employee."
- a. Denver Revised Municipal Code (D.R.M.C.) Section 2-53 states in part: "If any officer, official or employee...shall obtain an advisory opinion from the board of ethics and shall govern themselves accordingly, or shall act in accordance with published unreversed opinions of the board of ethics, they shall not be guilty of violating any of the provisions of Section 2-54."
 - b. Except for the exercise of such fundamental rights as voting, attending political meetings and membership in political clubs and organizations, officers are advised to obtain an advisory opinion from the Denver Board of Ethics prior to engaging in political activity.
 - c. Questions arising as to whether certain political activities are prohibited by the Federal Hatch Act may be submitted to the U.S. Merit Systems Protection Board for an advisory opinion. The United States Civil Service Commission has ruled:
 "An officer or employee of a State or local agency is subject to the Act if, as a normal foreseeable incident to his/her principal position or job, he/she performs duties in connection with an activity financed in whole or in part by Federal loans or Grants; otherwise, he/she is not." [Applied: IN RE BALDASSARO, 2 POLITICAL ACTIVITY REPORTER 708 (1963)]
- (3) Officers will familiarize themselves with Rule and Regulations 701 through 706 and with The Officers' Bill of Rights, Provision 5, prior to engaging in political activities.

116.29 Use of Informants

- (1) Policies and procedures governing the use and compensation of informants apply to all officers. These policies and procedures will be maintained by the Criminal Investigation Division Chief as stated in OMS 302.14.

116.30 Care and Use of Computer Equipment

- (1) For the purposes of this policy, the term "computer" is defined to include PC desktop computers, dumb terminals, CAD terminals, computer networks, connections to external computer networks, and/or attached devices, such as monitors, printers, scanners, modems, and other devices.
- (2) In accordance with OMS 504.04 (1), every division, bureau, section, and unit will maintain an inventory of city owned property. This includes all computer resources within their respective commands.
- a. The Technology Services – Safety will physically conduct a Department computer inventory on a regular basis, and will maintain the inventory as resources are acquired, upgraded and allocated.]
 - b. The Technology Services – Safety will ensure the accuracy of their inventory with the Inventory Control Unit of the Office of the Deputy Chief of Administration.]

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- (3) Computer resources are assigned to a division, bureau, section, or unit. Due to the connectivity of computers throughout the department, adverse consequences can occur when computers are disconnected from networks and moved from desk to desk, or office to office. The movement of computer equipment will only be made with the authorization and assistance of the Technology Services – Safety.
- a. Commanders or supervisors needing to move a computer for efficient operation of their respective unit will first contact the Technology Services – Safety to determine the technical considerations and to schedule the movement with the appropriate personnel. Timely notice will be given as much as possible. Officer will not disconnect any computer or component without the authorization and assistance of the Technology Services – Safety.
 - b. Requests to reassign a computer outside of a bureau or district will be directed through the chain of command to the Deputy Chief of Administration. Insofar as complex resources are assigned to bureaus to accomplish those bureau's functions, and not to serve employee's personal interests, requests for computer reassignment will be weighed against the agency's missions and objectives.
 - 1. The Deputy Chief of Administration will direct the Technology Services – Safety staff to reallocate computers as necessary.
 - 2. The Technology Services – Safety will make necessary adjustments to the department computer inventory.
 - c. Members of the Denver Police Department will not make changes to department owned computer hardware without authorization from the Technology Services – Safety. This shall include the addition or remove or hardware devices, changes to hardware configuration switches or jumpers, or changing firmware (embedded software) settings.
- (4) All computer resources, including devices, programs, and data; electronic or hard copy, owned by the Denver Police Department or the Department of Safety, shall be used solely for legitimate department purposes. The use of computer resources for personal or commercial use not related to Denver Police Department business is prohibited.
- a. Computers belonging to the City of Denver, or computers used by a department member in the course of their duties while assigned by the department to another agency, may only be used for law enforcement purposes. These computers shall not be used for:
 - 1. Transmitting, viewing, copying, or installing information that contains obscene, indecent, lewd, or lascivious material or other materials which contain information that explicitly or implicitly refers to sexual conduct.
 - 2. Downloading, storing, transporting, distributing, relocating, or displaying sexually explicit material in any form. For the purpose of this policy, sexually explicit is defined as:
 - a. Any depiction of the nude human body, whether in the form of a digitized picture, cartoon, altered, retouched, or "morphed" picture, or other characterization of the human body in which it is not fully clothed. This includes any depiction in any form, which displays the individual in "bikini" type clothing, or in garments that are designed or intended to be worn under other clothing.
 - b. Any depiction, description, representation or discussion of sexual conduct. Also, for the purpose of this policy, the term "download" means through electronic or physical means. This includes, but is not limited to, direct Internet connection, telephone dial-up connection to private, commercial Internet service providers, bulletin board systems or by copying or moving from floppy disk or other removable transportable electromagnetic media.
 - 3. Transmitting, viewing or installing information that contains profane language or panders to bigotry, sexism, racism, or other forms of discrimination.
 - 4. Making unauthorized copies of software that is licensed to the Denver Police Department or The City and County of Denver.
 - 5. Installation of unauthorized software.
- (5) Employees may be disciplined by the Department for any conduct that is prohibited by or otherwise in violation of this policy.
- a. Using Denver Police Department computers to access the Internet for non-law enforcement purposes and/or for the purposes not related to an employee's assignment is prohibited.

- b. No member may use private software to access privately subscribed Internet accounts on department computers. Only department approved Internet access is authorized.
 - c. The Office of the Division Chief of Research, Training, and Technology shall be responsible for auditing use of department computers to insure compliance with this section.
 - d. Violations of this policy may result in suspension or termination of department computer Internet access; disciplinary action pursuant to the department's rules and regulations; or legal action in the form of criminal or civil penalties.
- (6) Title 17, United States Code, Section 106, gives copyright owners exclusive rights to reproduce and distribute their material, and Section 504 holds copyright infringers liable for damages to the owner of the material. Title 18, United States Code, provides felony penalties for software copyright infringement.
- a. Members of the Denver Police Department are prohibited, under any circumstances, from unlawfully reproducing, copying or distributing software owned by the Denver Police Department or the City and County of Denver, or to install, or to use illegally-obtained software.
 - b. The Deputy Chief of Administration, through its agents, is solely responsible for purchasing and installing all departmental computer software. Authorized agents include the Technology Services – Safety and/or the Office of Safety Information.
 - 1. The commander of the Technology Services – Safety shall maintain an accurate accounting of all personal computer software installed on department personal computers.
 - 2. Employees of the Denver Police Department shall not install personally owned software on department owned computers without written authorization from the Deputy Chief of Administration.
 - 3. The Technology Services – Safety staff are required to remove from any computer any software that is deemed to be in violation of this section.

116.31 Use of Electronic Mail (e-mail)

- (1) The purpose of this policy is to set guidelines for users of the Police Department's e-mail system. This policy is designed to balance the trust and responsibility of all users with the complexity and inter-relational aspects of the Department's computer system.
- (2) The e-mail system is the property of the City and County of Denver and the Denver Police Department and may be monitored by the Department. Users are required to comply with this policy and any other directives or policies involving the Department's computer system.
 - a. At the request of the Chief, or the Chief's designee, the department shall have the right to inspect all e-mail files of employees to correct service problems, ensure system security, retrieve records or transition work when responsible personnel are unavailable, or for other legitimate business reasons.
 - b. Use of the e-mail system shall be restricted to official business that directly relates to the employee's departmentally assigned duties. Under no circumstances shall an employee send e-mail from the department's e-mail system, or from a private e-mail system into the department's e-mail system, unless such mailing is directly related to the employee's departmentally assigned duties.
 - c. Under no circumstances shall any employee send mass e-mail, either in a single mailing or aggregate of mailings, either from within the department's e-mail system or from a private e-mail system into the department's e-mail system, unless such mailing is directly related to the employee's departmentally assigned duties. Such mailing must be approved by the employee's commanding officer.
- (3) All e-mail of the Department's employees, whether on paper, computer diskette, hard drive, or other medium of storage, may be considered public records that are subject to the disclosure requirements of the public record law and subject to public inspection under C.R.S. § 24-72-203. Furthermore, e-mail may be subject to discovery in litigation. Therefore, while a particular e-mail record may be privileged under the public record law or in litigation, employees should have no expectations of privacy in either sending or receiving information by e-mail. All computer files, including e-mail, are the property of the Denver Police Department, regardless of their physical location or the form in which they are maintained.

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- (4) Confidential, propriety, or sensitive information may be disseminated (or made available through networked systems) only to individuals with a need and a right to know and when there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to, the following:
- a. Transmittal of personnel information, such as salary, evaluations, complaints, grievances, disciplinary information, or related employee information.
 - b. Criminal history information and confidential informant files, identification files, or related information.
 - c. Intelligence files and information containing sensitive tactical and undercover information.
- (5) Intentionally seeking or transmitting materials (other than that required for police business) that involve the use of obscene language, images, jokes, sexually explicit materials or any other format, message, or text that disparage the department, any person, group or classification of individuals is prohibited. EXCEPTION: Officers conducting criminal investigations that involve computer crimes may be required to receive, copy, or download material otherwise prohibited.
- a. Employees who receive e-mail that includes prohibited material shall notify their immediate supervisor who shall take appropriate action.
- (6) Employees should treat e-mail like written memoranda, understanding that messages not appropriate for sending by written memoranda are likewise not appropriate for e-mail.
- a. Employees shall not engage in "electronic snooping or tampering" and any such violation may subject the offender to disciplinary or other legal action. "Electronic snooping" is the unauthorized attempted use of another employee's password without the employee's consent, or unauthorized entry to or attempt to enter the computer files and communication of another without that person's consent, or the unauthorized entry or attempt to enter the encrypted storage of e-mail messages. "Electronic tampering" is the unauthorized interference with or changing of another employee's password, computer files, or e-mail, or encrypted storage of e-mail messages.
- (7) Employees may be disciplined by the Department for any conduct that is prohibited by or otherwise in violation of this policy.
- a. The office of the Division Chief of Research, Training, and Technology shall be responsible for auditing the department's e-mail system to ensure compliance with this policy.
 - b. Violations of this policy may result in suspension or termination of access to e-mail; disciplinary action pursuant to the Department's Rules and Regulations; or legal action in the form of criminal or civil penalties.
 - c. All employees should understand that Department e-mail, MCT e-mail, and Internet usage will be audited on a quarterly basis. Further, random checks may be conducted at any time.

116.32 Deleted**116.33 Recruitment Responsibilities of Officers Traveling on City Funds**

- (1) Any officer approved to receive department funds, from any source, for travel and school tuition, may be required to conduct recruiting business during the travel. The Department will cover additional time and costs at any location resulting from recruiting activities.
- (2) All approved applications for travel will be copied by the officer's Deputy Chief and sent to both the Recruitment Office located at the Civil Service Commission and to the Departmental recruitment liaison. The recruiter and Departmental liaison will make the decision about what locations have recruiting appearance possibilities. The traveling officer will be notified as to the specifics of the appearance.
- (3) Prior to an officer conducting recruiting appearances, the officer must receive training from the Departmental recruiter.
- (4) Within seven (7) days of returning from the travel, the officer must submit to the Deputy Chief of Administration written information documenting his/her attendance at the recruitment activity.
- (5) Opportunities for officers requesting future travel monies will be dependent upon successful completion of recruiting appearances.