

## 501.00 - RESPONSIBILITIES AND AUTHORITY

### 501.01 Ranking Officer at the Scene of a Crime

- (1) They will return to service all uniformed personnel not needed at the scene.
- (2) They will assume command of the investigation on the scene and in the immediate area.
- (3) They will direct all uniformed and detective bureau personnel, including supervisors, so that their efforts and skills can be fully utilized. (Exception: #12)
- (4) They will retain responsibility for the investigation until time or the distances involved impede their efficiency at which time they shall make arrangements for an Investigation Division supervisor to assume control.
- (5) They shall review the progress of the investigation prior to their arrival and make a record of same so that all phases of the investigation are properly documented.
- (6) In cases of homicide or other serious felonies, they shall cause the commanding officer of their unit and the affected Investigation Division unit to be notified. See OMS 301.15.
- (7) They shall determine if the crime scene is to be protected after completion of the original investigation and will make the necessary arrangement of uniformed personnel if needed.
- (8) The ranking officer shall take charge at fires, riots, explosions, plane crashes, cave-ins, drownings, and all unusual or emergency situations.
- (9) Upon the arrival of the district Commander at the scene of any such situation, they shall be considered to be the senior officer and will be in command.
- (10) The district Commander shall take charge of all such actions in their district, when available.
- (11) When a supervisory officer is not present, the senior officer at the scene is in charge.
- (12) At the scene of homicides and other major crimes, the ranking members of the Investigation Division who may be present shall be in complete charge of the "immediate crime scene" without regard to the rank of officers present from other divisions. Under such circumstances, the senior representative of the Investigation Division will establish liaison with the command post or uniformed command officer at the scene and make all requests for assistance from the Patrol Division through the command post or through the regular chain of command of that division, as appropriate.

### 501.02 Obedience to Orders of Ranking Officers

- (1) Officers shall obey the lawful orders of their ranking officers and, regardless of their rank, they shall invariably obey instructions given by the dispatcher. They shall perform all duties required of them by their ranking officers, whether such duties are specifically assigned to them by Departmental Rules and Regulations, the Operations Manual, or written directives.

### 501.03 Officers Responsible to One Supervisory Officer

- (1) As a general rule, an officer will be required to take direct orders from and be directly responsible to one supervisory officer. Supervisory officers, however, shall exercise direct command over officers lower in grade outside their usual command in all situations where the police purpose or the reputation of the department is jeopardized. See Section 115.01(3)

### 501.04 Conflicting Orders Issued by a Ranking Officer

- (1) Should an order conflict with any previous order issued by any other ranking officer, or with any departmental order or provision of the Operations Manual, the member to whom such order is issued shall respectfully call attention to the conflict.

**REV. 11-06**

- (2) If the ranking officer giving the order does not make changes to resolve the conflict, the order shall stand, and the responsibility shall be theirs. The member obeying the order shall not be held responsible for disobedience of the existing order. It is sufficient for them to know that the person giving the order is in proper command.
- (3) Should any lawful order appear unjust or improper to the member to whom it is directed, they shall carry out the instructions first, and afterward they may call the matter to the attention of their commanding officer.

**501.05 Officer Filling Position of Supervisory Officer - Acting Capacity**

- (1) Acting assignments shall be made only when it is essential to the functioning of the Bureau, Section, or Unit to have an officer with full supervisory or command authority immediately available for an entire shift to perform supervisory or command functions.
  - a. Acting Assignments will not be made when sufficient supervisors assigned to the bureau are working and can be called upon when necessary.
  - b. Bureau commanders shall be held responsible for insuring that acting assignments are made only when necessary

- (2) Acting assignments can only be authorized by Captains/CSA Directors or, in the case of bureaus and units commanded by Lieutenants, the respective Division Chief.
- (3) An officer temporarily filling the position of a supervisory officer in an acting capacity shall be vested with all the authority and responsibilities of the supervisor, but the acting officer shall not interfere with, countermand, or modify the orders previously issued by the supervisory officer, except in extreme emergency.
- (4) An officer so assigned, when called upon to affix their signature to any official paper or report, shall use only their official title and never sign as an acting officer of a higher rank.
- (5) Any officer who is temporarily assigned by his supervisor to a rank higher than that which he currently holds shall be compensated at the rate of pay of the higher rank for the time he is assigned and assumes the duties of the higher rank.
- (6) Officers may be temporarily assigned to a rank or assignment no more than one step higher than their current rank.
  - a. A Commander may, with the approval of the Division Chief, assign a Lieutenant to the position of Acting Commander in their absence.
- (7) Any officer who, for a period of four (4) hours or more is temporarily assigned by his supervisor to a rank higher than that which the officer currently holds and assumes the duties of that higher rank shall be compensated at the rate of pay of the higher rank for the entire duty shift in which he is so assigned. If during the period of temporary assignment, the officer works overtime, the officer shall receive the overtime rate of pay at the officer's existing pay rate.
- (8) Officers will receive acting pay for those days when they are physically present at work. In addition, officers will not receive acting pay for those days on which they are on special assignment, on an excused day or regular day off.
- (9) Upon completion of the acting assignment, officers qualifying for payment shall complete Acting Assignment Verification, DPD 183. The original of this form shall be forwarded to the Human Resource Management Bureau for payment.

**501.06 Acting District Commanders and Acting Shift Commanders**

- (1) District Commanders will arrange Lieutenants' days off and vacation schedules in an attempt to provide Lieutenants as acting District Commanders during their absence.
- (2) Lieutenants will arrange Sergeants' days off and vacation schedules in an attempt to provide a senior Sergeant as acting shift commander during their absence.

**501.07 Allotment and Assignment of Personnel**

- (1) Days off, vacation, and sick leave shall be planned ahead and computed to efficiently operate under delineated relief capabilities and shall be rigidly adhered to in that no more than the total number of relief officers shall be off on any given day barring emergencies.
- (2) Officers who are married to each other will be allowed to work the same district, bureau, unit, or detail, but will not be allowed to work the same assignment as partners.
- (3) Supervisory officers are to be present during shift changes at all times barring emergencies or calls, and shall not be unavailable due to transportation or other reasons.
- (4) The Patrol Division has the basic responsibility of providing efficient and complete service twenty-four (24) hours a day, every day, with no excuses for inefficient or delayed action. This must be a paramount consideration in the minds of commanders and is their basic responsibility in command that the public receives the service and protection for which it pays and to which it is entitled.
- (5) The supervisory officer of detectives assigned to districts shall continually confer with the District Captains to ascertain their needs, and shall comply with any reasonable suggestion they may make.

**501.08 Special Assignment Time**

- (1) Special Assignment Time may be granted to an officer at the discretion of his/her Commander.
- (2) Special Assignment Time requiring an over-night stay, to be spent within the State of Colorado shall require the approval of the officer's Division Chief
- (3) Special Assignment Time outside the State shall require the approval of the Chief of Police.
- (4) When officers who regularly work ten-hour (10) shifts are scheduled for special assignment to attend CEP or other specialized training, the following procedures will apply:
  - a. If the training is five (5) eight-hour (8) days in one (1) week, the officer's schedule will be changed to eight-hour (8) shifts during that week. This procedure will apply regardless of where the special assignment takes place or which agency provides the training. The officer will be credited forty (40) hours worked, and no deductions of time from the officer's compensatory time bank will be required. The officer's supervisor will ensure that the officer's scheduled hours worked during that period do not exceed one-hundred sixty (160).
  - b. If the special assignment is fewer than five (5) days in one week, the officer's TeleStaff calendar will reflect an eight-hour (8) credit for each special assignment day. The officer may use two (2) hours compensatory time when available from a time bank, for each of the eight (8) hour days, or choose option 4(d), below. If the officer does not have enough compensatory time in the bank, then time can be used from the Saved Holiday, Birthday, ASL, Saved Vacation, or Vacation banks, in that order. The officer shall not be scheduled or allowed to work an extended shift on any other day during the work period to make up the two-hour (2) shortage.
  - c. If the special assignment is training provided at the DPD Academy, the officer may leave at the end of the training session and must add a work code to the TeleStaff calendar requesting that two (2) hours of compensatory time be deducted from the time bank. If the officer does not have enough compensatory time in the bank, then time can be used from the Saved Holiday, Birthday, ASL, Saved Vacation, or Vacation banks, in that order.
  - d. The officer may elect to not use compensatory time by remaining at the Academy for two (2) additional hours to receive additional training provided by the Academy staff. The training may include, but is not limited to: ACT refresher and qualification, viewing training videotapes, classroom instruction on a variety of topics, or any two-hour (2) block of training then offered by the Academy staff. This option applies to CEP classes, mandatory remedial training and other special assignment held at the DPD Academy.
  - e. It is not permissible for an officer who normally works eight-hour (8) shifts to attend the additional two-hour (2) training to earn overtime compensation.

**REV. 3-06**

- f. An officer who normally works ten-hour (10) shifts, will be granted special assignment time to attend training provided by an outside agency, or at a facility other than the DPD Academy, only if the officer requests and agrees to use compensatory time to make up each day's two-hour (2) shortage.
- g. The Department may, on occasion, order an officer who regularly works ten-hour (10) shifts to attend specialized or remedial training at a facility other than the DPD Academy. The Department will attempt to schedule these sessions in ten-hour (10) blocks. If that is not possible, the officer's attendance will be recorded as determined on a case-by-case basis, by the officer's Division Chief.