

502.00 - GENERAL DUTIES**502.01 Roll Call**

- (1) Each unit commander shall determine where roll call shall be held.
 - a. Roll calls shall be conducted in a military manner. Commands and execution by the ranks should be in conformance with traditional military procedures.
 - b. The senior command or supervisory officer in charge of the roll call shall hold a personnel inspection. All officers shall be properly attired.
 - c. Command and supervisory officers shall make daily assignments, read, any pertinent orders, and conduct necessary roll call training.
 - d. All information read or disseminated at roll call must have prior approval from a supervisor or commander. The approving officer shall make certain that the information is current, valid, and appropriate. The approving officer shall then affix his/her initials, serial number, and date approved to the item before placing it on the roll call clipboard. After the item has been presented at roll calls for the appropriate time, it will be placed in a chronological file at the assignment for one year.
- (2) Officers will be punctual in reporting for roll call.
 - a. Whenever an officer is late, the on-duty supervisor of the officer involved will document the incident in the Supervisor's Situation Record (SSR), DPD 127, and indicate whether the lateness is excused or unexcused.
 - b. Officers will read the incident entry in the Supervisor's Situation Record and initial the entry next to the supervisor's name.
- (3) Penalties may be assessed for repeated lateness.
 - a. Records of lateness, other than for chronic offenders, are calculated for six (6) consecutive months.
 - b. All incidents of unexcused lateness will, at a minimum, be entered in the Supervisor's Situation Record. The first such incident of lateness will result in an oral admonition and counseling of the officer as to the potential minimum penalties for repeat violations. Minimum penalty assessments for subsequent sustained violations will be as follows:
 1. For the second unexcused violation, an oral reprimand.
 2. For the third unexcused violation, a written reprimand.
 3. For the fourth unexcused violation, a fine of eight (8) hours off.
 4. Subsequent unexcused violations will be dealt with more severely.
 - c. The Chief of Police or his designee may elect to treat an officer having six (6) unexcused violations within any twelve (12) consecutive months or nine (9) unexcused violations within any three (3) consecutive years as a chronic offender. Discipline of chronic offenders will be imposed separate and apart from the provisions of OMS 502.01(3)b. and the penalty therefore may be based on an officer's entire attendance history.

502.02 Attendance Record - Use of

- (1) All Attendance Record entries are to be made in black ink.
- (2) All entries other than "Day Worked," "Regular Day Off," "Compensatory Day Off," "Sick," "Vacation," "Accumulated Sick Leave," or "AWOL," must be explained at the bottom of the time book page. For example: Excused days will be marked with an "E," and the appropriate explanation made at the bottom of the page.
- (3) Any questionable re-occurrence of off-duty injury will be carried as "Sick" unless proper authorization has been received from the Pension and Relief Board.

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- (4) When time off is carried as "Sick" and later approved by the Pension and Relief Board as Line-of-Duty Injury, the Human Resource Management Bureau will see that the applicant's record will reflect such adjustment.
- (5) At the end of each period, but not later than the seventh (7th) day of the following period, the highest-ranking officer of each bureau or unit will verify the authenticity of the Attendance Record by signing the document. The signed sheet will then be forwarded to the Human Resource Management Bureau.
- (6) Attendance Records must clearly indicate any ten-hour (10) day work schedule.
- (7) An officer on limited or light duty, whose work schedule is less than eight (8) hours per day due to medical restrictions, shall be entered in the Attendance Record as "Day Worked" for each day that the officer reports for duty. A notation will be made at the bottom of the Attendance Record indicating the number of hours in the officer's work schedule; Example: Smith - working 4 hours per day, 8/11 - 8/31. An Absence Report, DPD 148, will be completed at the end of each work period indicating the amount of sick leave to be charged to the officer's sick bank. In the case of officers working partial days due to a non-line of duty injury, compensatory/saved time may be used in lieu of sick time in accordance with OMS 505.07(8).

502.03 Deleted**502.04 Receipt of Subpoenas**

- (1) Commanding officers of districts, bureaus, sections, and units shall establish a court notice and subpoena book detailing all required court appearances of their personnel by month of the year.
- (2) Personnel from the Court Liaison Unit will deliver all subpoenas to the district, bureau, section, or unit involved.
- (3) The district or unit commander or highest-ranking officer present will accept the subpoenas for delivery to the officers being subpoenaed.
- (4) Supervisors will serve the subpoenas and make record of the service in the subpoena book.
- (5) If the person being subpoenaed is off for an extended period, on vacation or otherwise absent, the supervisor will return the subpoena to the Court Coordinator for a later receipt date.
- (6) Letters from the Civil Liability Bureau for an appearance on a civil case for a hearing, deposition, court appearance, etc., shall be treated as a subpoena.
 - a. Supervisors will serve the letters and make record of receipt in the subpoena log book.
 - b. Supervisors will be responsible for returning the signed receipt to the Civil Liability Bureau.

502.05 Offense/Incident Report Follow-Ups

- (1) Upon receipt of Offense/Incident reports for follow-up investigations at the district station level, the sergeant shall list the following information in the follow-up investigation book:
 - a. Offense/Incident Report Number
 - b. Receipt Date (date received at station)
 - c. Officer to whom assigned (this information is also to be listed in assignment space on report).
- (2) In the event that the officer assigned is unable to complete the investigation, they shall return the Offense/Incident report to the sergeant for reassignment. The sergeant making the reassignment shall list the new officer assigned in the reassignment column of the follow-up investigation book.
- (3) The officer making the follow-up investigation shall make a supplementary report or make longhand notes on the face of the Offense/Incident Report, whichever is applicable, as to the results of the investigation. The officer shall then sign and date the supplementary report, and submit the same to the sergeant for approval. Upon approval by signature, the sergeant shall forward the supplementary report to the Records Section. The sergeant will then list the date in the completed and returned column of the assignment book.

502.06 Patrol Officer's Daily Activity Log, DPD 120

- (1) Daily Activity Log, DPD 120, will be maintained by each officer assigned to the Patrol Division or Special Operations Division, and each officer will record their patrol activities in compliance with Patrol Division, Special Operations Division, and Personnel Section instructions.
- (2) Supervisory Procedures:
 - a. Supervisors shall inspect the daily activity logs on a daily basis and shall sign same in the appropriate space.
 - b. Supervisors shall verify totals included in the In Time and Work Classifications, and cause them to be transferred to Monthly Performance Summary, DPD 126.
 - c. Supervisors shall exercise close supervision over these procedures and shall counsel officers whenever need for instruction in reporting activities is indicated.

502.07 Reports of Civil Disturbance Incidents - Use of After Action Report, DPD 286

- (1) Shift commanders are responsible for the completion of After Action Reports, DPD 286, following serious police/public confrontations and other incidents requiring extensive use of police manpower, in order to establish an effective source of information for future planning and procedural analysis.
- (2) This report must be completed prior to the end of the shift in which the incident occurred.
- (3) Copies of this completed report must be forwarded to the Offices of the Manager of Safety, Chief of Police, Deputy Chief, all Division Chiefs of the Denver Police Department, and the Civil Liability Bureau.

502.08 District/Traffic Operations Mail Run

- (1) District or unit shift commanders will ensure that mail runs are made at the proper times.
 - a. The mail is to be delivered to the Records Section, room 420, on all days at 0400 hours, and 1800 hours.
 - b. During the hours the Records Section is closed, case numbers may be obtained, and copies made, in the Identification Section, Room 416.
- (2) Traffic Operations Bureau commanders will ensure that their Bureau's mail is delivered to the Records Section on all days at 1500 and 2400 hours.

