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CITY AND COUNTY OF DENVER

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MEMORANDUM

TO: **Candidates for the 2002 Police Lieutenant Examination**

FROM: Earl E. Peterson EP
Executive Director

SUBJECT: **Written Test & Official Reading List**

DATE: April 8, 2002

The Written Test component of the 2002 Police Lieutenant Examination is a closed-book test requiring candidates to respond to test questions without the use of reference materials. All test questions will be drawn from material contained in the **Official Reading List**, which is attached to this memorandum.

The **Textbooks** on the *Official Reading List* are available for purchase, beginning April 8, 2002, at the **Cherry Creek Branch** of the **Tattered Cover Book Store**, **2955 E. First Avenue**, in Denver. (On First Avenue at Milwaukee Street, just north of the Cherry Creek Shopping Center.) The textbooks are located in the **lower level, Business section**. The telephone number is **303-322-7727**. The Tattered Cover Bookstore hours are from **9:00 a.m. to 11:00 p.m. Monday through Saturday**; and **10:00 a.m. to 6:00 p.m. on Sunday**. (See *Official Reading List* for cost.)

The **2002 City and County of Denver Ethics Handbook** is also on the *Official Reading List*. The *Ethics Handbook* was recently distributed to employees of the Police Department. If you do not have the copy provided to you through the Department, a copy may be obtained from the Civil Service Commission at the time of your registration. (Provided at no cost.)

The **Departmental Source Materials** on the *Official Reading List* were drawn from several sources, were provided by the Department, and are current as of February 5, 2002. The Departmental Source Materials have been combined into a study packet. The study packet is available for purchase, beginning **April 8, 2002**, at the **Kinko's**, **1555 S. Colorado Blvd.**, in Denver. (Two blocks north of I-25. **Turn west at Iowa. Under Lamps Plus.**) The telephone number is **303-757-1122**. Kinko's hours of operation are: **Monday through Thursday, 24 hours a day**; **Friday close at 10:00 p.m.**; **Saturday and Sunday, 7:00 a.m. to 10:00 p.m.** For your convenience, it is suggested that you call in advance so the packet is ready upon your arrival.

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All pages of the study packet have been numbered. The *Official Reading List* indicates the total cost of the study packet, total number of pages in the study packet, and provides an index of the study packet materials. Please verify that you have all of the pages contained in the packet prior to leaving Kinko's.

You are strongly encouraged to purchase the study packet available at Kinko's. In addition, we recommend that you purchase the textbooks at the Tattered Cover Bookstore. The Written Test will be developed using the Textbooks, *Ethics Handbook*, and the Departmental Source Materials listed on the *Official Reading List*. Therefore, the Commission strongly recommends that you study only the materials on the *Official Reading List*. Other editions, printings, and copies will not be used to develop items for the Written Test.

The **Job Description** for the rank of Lieutenant may also be obtained from the Commission at the time of Registration. It is also posted on the Commission's web site* and on the Police Department's intranet. *(www.denvergov.org/civilservice Link to 2002 Lieutenant Exam)

If you have any questions regarding the *Official Reading List*, or have any problems obtaining any of the study materials, please immediately contact **Senior Personnel Analyst Brian Kellogg** at the Commission's office at 720-913-3370.

cc. Police Department Intranet
Civil Service Commission Web Site
Provided at Examination Registration

Attachment: *Official Reading List*, 2002 Police Lieutenant Examination

OFFICIAL READING LIST

2002 Police Lieutenant Examination Written Test

TEXTBOOKS

(Tattered Cover Book Store, 2955 E. First Ave.)

TITLE AND AUTHOR (Paperback Editions)	ISBN #	PRICE
The POLICE Manager , Fifth Edition By Ronald G. Lynch Anderson Publishing Company, Cincinnati, OH 1998	0-87084-710-4	\$34.95 Plus tax
THE LEADERSHIP CHALLENGE (Second Edition) By James Kouzes and Barry Posner Jossey-Bass, San Francisco, CA 1995	0-7879-0269-1	\$22.00 Plus tax

HANDBOOKS

(Recently distributed by Police Department, or at the Civil Service Commission)

TITLE AND AUTHOR	ISBN #	PRICE
2002 CITY AND COUNTY OF DENVER ETHICS HANDBOOK By Denver Board of Ethics, January 2, 2002	N/A	No Charge

DEPARTMENTAL SOURCE MATERIALS

(Kinko's, 1555 S. Colorado Blvd.)

The Departmental Source Materials are divided into seven (7) parts.

The “**Study Packet**” contains a total of **122 pages** (61 pages printed double-sided), including a cover sheet with index. The cost is **\$7.19**, including tax.

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Departmental Source Materials

PART	DESCRIPTION OF SOURCE MATERIAL	AREA
I.	Operations Manual - Division III Duties and Responsibilities of Personnel	Selected Sections
	§ 3.00, D & R of All Officers	All
	§ 11.00, D& R of Captain	All
	§ 12.00, D & R of Lieutenant	All
	§ 13.00, D & R of Sergeant	All
II.	Operations Manual - Series 100.00 Patrol and General Procedures for all Personnel Section 117.00, Officers Rights	Selected Sections
	§ 117.03, Sexual Harassment	All
	§ 117.04, Grievance Filed Under C.B.A.	All
	§ 117.05, Retaliation Prohibited	All
	§ 117.06, Racial / Ethnic Intimidation	All
III.	Operations Manual – Series 200.00 Traffic Procedures	Selected Sections
	§203.09, Accident Review / Pursuit Review	All
	§204.01, Police Pursuits	All
IV.	Operations Manual – Series 500.00 Supervisory Procedures (501.00 – 506.06)	All
V.	Collective Bargaining Agreement City and County – Denver P.P.A.: 2002-2004 Edition	Selected Sections
	Article 3, Non-Discrimination	All
	Article 4, Association Rights	All
	Article 6, Management Rights	All
	Article 7, Labor Management Committee	All
	Article 8, Seniority	All
	Article 9, Vacations	Selected
	§ 9.6, Vacation voting shall take place....	All
	§ 9.12, The use of vacation time shall be voted....	All
	Article 10, Sick Leave	Selected
	§ 10.3, Sick Leave Use	All
	§ 10.4, An officer may donate sick leave....	All
	Article 11, Holidays	All
	Continued	

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Departmental Source Materials

V. Contd.		Collective Bargaining Agreement City and County – Denver P.P.A.: 2002-2004 Edition	Continued
		Article 16, Overtime	All
		Article 17, Call Back	All
		Article 19, Change of Shift and Cancellation of Days Off	All
		Article 21, Work Assignment in Higher Rank	All
		Article 30, Grievance and Arbitration Procedure	All
VI.		Denver Police Department Training Bulletin May 1, 2001 -- Encounters Between Citizens and Police Officers	All
VII.		Civil Liability Bureau Training Update January 3, 2002 First Amendment: Useful Pointers & Actions	All
END			