



**Civil Service Commission**  
Police and Fire Classified Service  
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**MINUTES**  
**POLICE EXAMINATION DIVERSITY REVIEW COMMITTEE\***

**November 20, 2013**

**CIVIL SERVICE COMMISSION**

**ATTENDEES**

Cecelia Mascarenas, CSC Commissioner  
Neal Berlin, CSC Commissioner  
Anna Flores, CSC Commissioner  
Earl E. Peterson, CSC Executive Director  
Antoinette Torres-Janke, H.R. Supervisor  
Jeff Wilson, CSC Sr. Human Resource Professional  
Brian Kellogg, CSC Sr. Human Resource Professional  
Felisa Urdiales, CSC Associate Human Resource Professional  
Jeannette Madrid-Echave, CSC Staff Human Resource Professional  
Don Ronyak, MOS Recruitment and Cadet Program Director  
Bill Mitchell, DPD Lieutenant  
Ligeia A. Craven, DPD Officer, BPO Financial Secretary  
Joseph D Unser, DPD Sgt., BPO President

**ISSUE #1: APPROVAL OF MINUTES**

The meeting was called to order by Earl Peterson (CSC Executive Director). Commissioner Neal Berlin made a motion to approve the minutes of August 28, 2013, seconded by Commissioner Cecilia Mascarenas (CSC). The motion carried.

**ISSUE #2: PROMOTIONAL AND ENTRY-LEVEL UPDATES**

• **PROMOTIONAL**

Jeff Wilson (CSC) reported that Miami Dade College School of Justice was awarded the bid for the 2014 Denver Police Lieutenant exam. While they have never conducted promotional tests in Colorado, they are very well known in Florida.



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**Commissioners**  
Federico Alvarez - Neal G. Berlin – Anna Flores – Cecilia E. Mascarenas – Hillary Potter  
**Executive Director**  
Earl E. Peterson

- **ENTRY-LEVEL**

Brian Kellogg (CSC) noted that 119 civilians, 8 laterals and a handful of Public Safety Cadets had been certified to the Manager in consideration of the December 30, 2013 Police Academy. The Manager of Safety has issued conditional offers to 45 applicants and he has also selected an additional 5 as alternates in case there are applicants who do not accept or who cannot start as scheduled. Final testing/screening (medical examinations including a psychological test, drug screening and fingerprinting) is expected to be completed by the first week of December. Brian also noted he expects the Hogue requirements to be met.

Entry-level Police registration will open on January 6, 2014. The testing will be conducted March 3, 2014 through April 17, 2014. Antoinette Torres-Janke (CSC) noted the Commission is currently revising and updating the 2014 Police Officer Announcement of Examination and the Police Officer Examination Informational Booklet.

Police Chief Robert White made an appearance and stated the Police Department budget had allocated up to 80 recruits be hired in 2014 but that number has now been increased to 100 recruits. Chief White also stated that the December class is a good qualified, diverse class and the individuals selected will do a great job representing the community. The Chief thanked everyone for all their hard work and stated he appreciates all that is being done to meet the hiring needs. He encouraged everyone to continue their efforts.

Felisa Urdiales (CSC) noted that early in-state Police Lateral testing has been scheduled for December 9 & 10, 2013 and so far 65 laterals have been confirmed to test. Out-of-state Lateral testing is scheduled in February, 2014 and additional in-state Lateral testing is scheduled for March/April 2014. Earl noted that the Commission will be prepared to have a Lateral only academy if there are a sufficient number of applicants.

Don Ronyak (MOS) inquired as to when Cadets can be considered for testing in anticipation of the expected July 2014 academy. He noted there are currently 51 cadets but all are not eligible for testing. Earl Peterson stated that CSC can meet the needs of the Cadet program and could even schedule Cadets to test in December 2013 for the potential July Academy. Don will identify what his needs are and will communicate to Earl.

### **ISSUE #3: DIVERSITY**

Jeff requested book or reading material recommendations from the Police employee groups for the upcoming Police Lieutenant examination.

Don noted that Denver Public Safety Cadet applications would be accepted from December 1 through December 15, 2013. He noted that applications sessions would be held in the CSC test lab during Thanksgiving week to assist students with the application process. Lt. Bill Mitchell indicated he would make sure to get an updated listing of the High School Resource Officers to Don.

## ISSUE #4: RECRUITMENT UPDATES

Lt. Bill Mitchell reported that DPD Recruiter, Eranda Piyasena and Commander Les Perry held an Open House at District 5 last night and it went well. There was discussion on where to find the best applicants and believes referrals from current lateral recruits are the best way to recruit new lateral applicants.

### OPEN DISCUSSION:

Introductions were conducted as there were a few new attendees. Officer Ligeia A. Craven and Sergeant Joseph D Unser were in attendance on behalf of the Denver Black Police Officers Organization. They both stated they were unfamiliar with Recruiter Piyasena and Lt. Bill Mitchell indicated there would be more outreach with the Police employee groups.

Earl noted that he met with Chief White regarding the Rule of 3 in making ~~ultimate~~ promotional selections and several points were discussed:

- Should there be a probationary period for Officers newly promoted? And if so, what is the objective criteria?
- Should there be a longer period of time in which seniority points are assessed? Can we incorporate structured performance objectives into the promotional process? The Police Department does not currently have a performance evaluation system in place but at Chief White's request a new evaluation system is being implemented.

Earl will keep everyone posted on the outcome discussed that Laterals would not receive super seniority and wondered if at some point they should be vested first. Some are qualified but don't meet the standards. When a Masters Decree is obtained giving the Lateral an automatic 10 points should not happen. Commissioner Mascarenas feels not everyone is afforded the same opportunity for education. Lt. Mitchell agrees and states the Commission looks at education as well as training. Earl noted he will schedule a follow-up meeting with Chief White regarding the promotional process.

### NEXT SCHEDULED MEETING

Wednesday, February 19, 2014 at 9:30 a.m. - Police Chief's Conference Room (Police Headquarters)

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If there are questions regarding issues discussed in this PEDRC meeting or in any other PEDRC meeting, please feel free to contact Civil Service Commission Executive Director Earl Peterson or any of the Commission Analysts at (720) 913-3370.

PEDRC: An informal committee of representatives from Police employee groups, Police administration and the Commission. Sponsored by the Commission, its purpose is to provide a vehicle to foster two-way communication on matters related to promotional and entry-level examinations, diversity and other areas of interest to members of the Classified Service. Attendance is open to any member of the Classified Service.

