CIVIL SERVICE COMMISSION
ANNOUNCEMENT OF EXAMINATION
SERGEANT - DENVER POLICE DEPARTMENT

May 4, 2015

Public notice is hereby given that the Civil Service Commission of the City and County of Denver shall hold an examination for the purpose of creating an Eligible Register for promotional appointment to the rank of Sergeant in the Denver Police Department. All dates and times contained within this announcement are subject to change. Any change in the dates or times contained within this announcement will be communicated in writing to any affected candidates.

The provisions contained in this Examination Announcement do not create or constitute any contractual rights between or among the Civil Service Commission, the City and County of Denver and any Police Department employee. The provisions of this Examination Announcement may be modified, rescinded, or revised, in writing, by only the Civil Service Commission, which reserves the right to unilaterally modify, rescind or revise the provisions of this Examination Announcement.

Sergeant annual starting salary (January 1, 2015): ........................................... $95,223.00

<table>
<thead>
<tr>
<th>Examination Activity</th>
<th>Date(s)</th>
<th>Location</th>
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<tbody>
<tr>
<td>Registration</td>
<td>May 4 – June 5, 2015</td>
<td>On-Line Registration or at the Commission Office, 2nd Floor, Webb Municipal Office Building</td>
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<tr>
<td>Orientation Sessions</td>
<td>June 16, 2015: 1:00 p.m. or,</td>
<td>Webb Municipal Office Building, 4th Floor, Rooms 4.F.6 and 4.G.2</td>
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<tr>
<td></td>
<td>June 17, 2015: 9:00 a.m.</td>
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<tr>
<td>Disciplinary History Assessment</td>
<td>June 26, 2015</td>
<td>N/A</td>
</tr>
<tr>
<td>Written Test</td>
<td>July 28, 2015</td>
<td>Police Academy</td>
</tr>
<tr>
<td>Written Assessment Center Exercise</td>
<td>September 8-10, 2015</td>
<td>Webb Municipal Office Building, 1st Floor, Room 1.F.7</td>
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REASONABLE ACCOMMODATION PER THE AMERICANS WITH DISABILITIES ACT: Please see page 8.

REASONABLE ACCOMMODATION OF MILITARY LEAVE: Please see page 8.

JOB DESCRIPTION: A written job description for the rank of Sergeant is available at the Civil Service Commission and throughout the Denver Police Department. Copies of the job description will be provided to candidates at the time of registration.

ELIGIBILITY: To be eligible for the Sergeant examination, candidates 1) must have duly held the rank of Police Officer, Denver Police Department, for a period of forty-eight (48) full months prior to June 26, 2015; 2) must be duly appointed to the Classified Service rank and grade of Police Officer, 1st Grade, Denver Police Department; 3) must have held the rank and grade of Police Officer 1st Grade for a continuous period of not less than nine (9) full months prior to June 26, 2015 (first day of administration of the first examination component), and; 4) must currently be a member of the Classified Service. (Time served in the appointed ranks of Detective, Technician and Corporal does count as time served in the Classified Service rank and grade of Police Officer, 1st Grade.)

REGISTRATION: Registration for the Sergeant examination begins at 8:00 a.m. on May 4, 2015, and ends at 5:00 p.m. on June 5, 2015, and shall not be allowed thereafter. Registration for this examination shall not be allowed after June 5, 2015 at 5:00 p.m. Eligible candidates must register online through the use of a computer. Candidates will be able to locate the registration link from the Civil Service Commission website denvergov.org/civilservice. Candidates may also register online at the Webb Municipal Office Building, 201 West Colfax Avenue, Civil Service Commission Office, 2nd floor, in Denver. Office hours are 7:00 a.m. to 5:00 p.m., Monday – Friday, not including holidays. Phone 720-913-3371.

Computerized Data Verification, Confidentiality and Registration Form: To register for the examination, each candidate shall create a profile, review information, enter necessary corrections, and approve their computerized Personal Data Verification, Confidentiality and Registration Form. The form lists name, address, and other data as it appears in the Commission’s database. Candidates will also have to confirm that the points to be awarded for seniority are final. Candidates must identify and list any relatives who may also be sitting for the examination. Further, each candidate shall review and acknowledge the requirements for confidentiality. Candidates who fail to Register by the registration deadline shall not be allowed to participate in the examination.

Every candidate is responsible for promptly notifying the Commission office, in writing, of any change of address. Failure to do so may result in disqualification.

MILITARY LEAVE ACCOMMODATION: The noted deadlines for registration and completion of registration related documentation are subject to modification on an individual
basis, based on an eligible candidate’s Military Leave status, as may be required to ensure compliance with the Uniformed Services Employment and Re-employment Rights Act of 1994. (See page 8.)

**PREPARATION OF EXAMINATION:** Pursuant to its rules, the Commission contracted with the firm of Booth Research, Inc. to assist in the development and administration of this examination. This firm has an extensive professional background in test development and will be working in consultation with the Commission Staff and Department Subject Matter Experts.

**ORIENTATION SESSIONS:** Two Orientation sessions have been scheduled, on **June 16, 2015**, from 1:00 p.m. to 3:00 p.m., and on **June 17, 2015**, from 9:00 a.m. to 11:00 a.m., at the Webb Municipal Office Building, floor 4, rooms 4.F.6 and 4.G.2.

All registered candidates for this examination are **strongly encouraged** to attend at least one of the Orientation sessions, and may attend both if they elect to do so. The content of both will be similar. Attendance is not mandatory. Only registered candidates will be admitted, and those attending an Orientation session may be asked to present identification before being admitted.

The agenda for both Orientation sessions is identical, however, based on specific candidate questions, some content may vary. The Orientations will provide additional information not included in this Announcement. The Orientations will cover general information about the Disciplinary History Assessment, the Written Test (including Job Knowledge and Situational Judgment sections), the Assessment Center, the scoring of the examination, confidentiality requirements, and accommodations for those on Military Leave. A video of the Orientation Sessions will also be made available for review by candidates on a limited and scheduled basis.

**EXAMINATION COMPONENTS:** The total examination score shall consist of the following components:

<table>
<thead>
<tr>
<th>EXAMINATION COMPONENT</th>
<th>MAXIMUM POINT VALUES</th>
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<tbody>
<tr>
<td>Disciplinary History Assessment</td>
<td>Pass or Fail</td>
</tr>
<tr>
<td>Written Test</td>
<td>35.0 points maximum</td>
</tr>
<tr>
<td>Assessment Center</td>
<td>60.0 points maximum</td>
</tr>
<tr>
<td>Seniority</td>
<td>5.0 points maximum</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100 points maximum</strong></td>
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The maximum possible total examination score is 100 points. Of that, a maximum of thirty-five (35) points may be earned for the Written Test, and a maximum of sixty (60) points may be earned for the Assessment Center. A maximum of five (5) points may be awarded for Seniority. No points may be earned or awarded for the Disciplinary History Assessment. The allocation of points is explained further in the following paragraphs.

**DISCIPLINARY HISTORY ASSESSMENT:** Candidates will not appear in person for this component. The Disciplinary History Assessment is tentatively scheduled for June 26, 2015. The Assessment provides for a merit based evaluation of a candidate’s disciplinary history. It
will be conducted by Civil Service Commission staff. Staff will review the candidate’s Internal Affairs Bureau (I.A.B.) Resume Report generated by I. A. PRO which lists the candidate’s history of Sustained Cases and, as necessary, will review departmental orders of disciplinary action. Only particular categories of Sustained Cases are considered in the Disciplinary History Assessment. The Assessment will be conducted by Civil Service Commission staff and is scheduled for June 26, 2015. The Disciplinary History Assessment component is graded on a Pass or Fail basis. Only those candidates who pass the Disciplinary History Assessment will be permitted to continue in the examination.

**Only Three (3) Defined Categories of Sustained Rule Violations Are Considered:** There are three (3) defined categories of sustained rule violations that are used in the Assessment. Only these three (3) particular categories of sustained disciplinary rule violations, as defined in Attachment A, will be considered in the Disciplinary History Assessment.

**Must Pass the Assessment in All Three (3) Categories:** A candidate must pass the assessment in all three (3) of the defined categories of sustained rule violations in order to pass the Disciplinary History Assessment. A candidate who fails in any one or more of the three categories will fail the Assessment. See Attachment A.

**Each Category Is Reviewed on the Standards Specified for that Category:** Each respective defined category of sustained rule violations will be reviewed on each of the standards specified for that category. A candidate must pass each and every standard specified for a category in order to pass that category. A candidate will either pass or fail each category. The specific standards for each assessment category are detailed in Attachment A.

**Deferral of Disciplinary History Assessment Based on an Active Disciplinary Appeal:** In certain circumstances a candidate may, as a courtesy, be granted a deferral (temporary delay) in the administration of the Disciplinary History Assessment until such time as an active disciplinary appeal is resolved through a decision by the Hearing Officer and/or the Commission. If a deferral is granted, a candidate may proceed with the other examination components while awaiting a decision in his/her disciplinary appeal. The details regarding the eligibility for and granting of a deferral are provided in Attachment A.

**Deadline to Correct the I. A. B. Computerized Data Base:** Candidates are responsible for confirming the information in the I.A.B. computerized data base via Resume Report regarding their history of sustained disciplinary cases is accurate. A candidate will have up to, but no later than, **5:00 p.m., Wednesday, June 24, 2015**, to contact the Internal Affairs Bureau, identify any errors in the database regarding his/her disciplinary history, provide I.A.B. personnel with the necessary documentation to correct any identified errors, and to confirm database corrections.

**MEMORANDUM, READING LIST, DEPARTMENT READING MATERIAL & JOB DESCRIPTION:** The Reading List will be available for download to all candidates upon completion of registration, along with an informational memorandum. The Reading List contains information on how to obtain all study materials. The Memorandum, the Reading List,
the Department Reading Material, the 2015 Police Sergeant Job Description, and this Announcement of Examination may be downloaded or you may request the material to be sent to you on a CD.

**WRITTEN TEST:** The Written Test is tentatively scheduled for **July 28, 2015**, at the **Denver Police Academy** located at 2155 North Akron Way, in Denver. **Registration will begin at 8:00 a.m. and will close promptly at 8:30 a.m.** Candidates who arrive later than 8:30 a.m. for registration shall not be allowed to take the test and shall be disqualified. Candidates will be allotted approximately four (4) hours to complete the test. The Written Test will be administered to all interested registered candidates who pass the Disciplinary History Assessment, or for whom the Disciplinary History Assessment has been deferred.

**Two Sections:** The Written Test will be comprised of two sections; a Job Knowledge Section and a Situational Judgment Section. A maximum of twenty-one (21) points may be earned for the Job Knowledge Section and a maximum of fourteen (14) points may be earned for the Situational Judgment Section, for a maximum total of thirty-five (35) points for the Written Test. The Written Test addresses content areas from among those that have been determined, as a result of the job analysis, to be essential or important for the successful performance of the duties and responsibilities of a Sergeant. The Written Test is a closed book test that requires candidates to respond to items without the use of reference materials. (See the following **Job Knowledge Section** and **Situational Judgment Section**.)

**Job Knowledge Section:** The test items in the Job Knowledge Section of the Written Test are drawn directly from the materials and the textbooks on the official Reading List.

**Situational Judgment Section:** The test items in the Situational Judgment Section of the Written Test are based on realistic situations that occur in the job. These test items require the application of practical supervisory and management skills to specific job-related situations that have been determined as appropriate to the Sergeant rank in the Denver Police Department. The items in the Situational Judgment Section are not drawn directly from the Reading List materials and textbook. However, the correct responses to each situation will be in conformance with the Reading List source materials.

**Scoring the Written Test:** After a committee of departmental subject matter experts has formally reviewed the test (Angoff Committee), the answer key will be finalized and the answer sheets will then be scored. On or about the afternoon of July 29, 2015, individual scores, by candidate I.D. number only, will be posted at the Commission and on the Commission’s web site, and will be distributed to the Department. No individual scores will be given over the telephone.

The determination of the minimum passing score on the Written Test shall not be made by the Civil Service Commission until all candidates’ answer sheets have been scored from the general administration of the Written Test on July 28, 2015. The minimum passing score shall be set in conformance with Commission Rule 15 § 8. The Commissioners are tentatively scheduled to set the passing score for the Written Test on August 7, 2015. The passing score will then be announced. It will be posted at the Commission, and on the Commission’s web site, that afternoon.
It will be distributed to the Department. The Commission will notify each candidate of his/her score and status, by mail, during the week of August 10, 2015. Only those candidates who attain a passing score on the Written Test may advance to the Assessment Center.

**ASSESSMENT CENTER:** The Assessment Center is tentatively scheduled to be administered in two (2) different sessions. The first session will be a written exercise and will be held on September 8-10, 2015 at the Webb Municipal Office Building, 1st floor, Room 1.F.7. The second session will be held starting September 15 and ending September 24, 2015, at the Webb Municipal Office Building, 2nd floor. The Assessment Center will be administered to all interested candidates who pass the Written Test, and who follow all examination regulations and instructions.

On or around Tuesday, August 11, 2015, a random drawing will be held at the Commission’s office to determine the dates and times each candidate will participate in the Assessment Center. A non-participating representative of the Police Protective Association and a non-participating representative of the Denver Police Department Administration will be invited to witness the drawing. Candidates are also invited to witness the drawing, if they desire. Any candidates related by blood, marriage or adoption, who are participating in the Assessment Center, will be scheduled for the same Assessment Center sessions.

Assessment Center exercises are designed to provide opportunities to evaluate candidates in areas of performance that are not easily assessed in multiple-choice written examinations. The Assessment Center will consist of job-related exercises designed to measure factors and dimensions from among those determined as a result of the job analysis to be essential or important to the successful performance of the duties and responsibilities of a Sergeant. A maximum of sixty (60) points of a candidate’s total score shall be based on the candidate’s score for the assessment center.

General information about the types of exercises and the dimensions to be rated by the assessors will be provided at the Orientation sessions. Completion of all Assessment Center exercises will require attendance at two half-day sessions. A panel of external assessors holding the rank equivalent to Sergeant or higher will evaluate and assign scores to each candidate's performance in a particular exercise.

Candidates may wear either their uniform or business attire to the Assessment Center. If a candidate elects to wear their uniform, all pins, medals, and other insignia, except the rank and badge, must be removed. Candidates will not be permitted to bring any items into the Assessment Center including previously prepared material. All necessary materials and supplies, such as paper, pens, reference materials, etc. will be provided.

The Commission will mail a feedback report to each candidate, evaluating the relative strengths and weaknesses of his/her performance in the Assessment Center. The feedback report is formulated by comments from the assessors and provided solely for the use of the candidate in identifying and evaluating opportunities for personal development. The report will not be considered nor used to formulate a candidate’s official Assessment Center score, but instead is solely provided as a
learning tool for the candidate. The exact date of the distribution of feedback reports will be contingent upon completion of any and all delayed administrations of the examination due to the Military Leave status of otherwise eligible candidates.

All oral Assessment Center exercises will be video recorded. The assessors will not see the videos. The videos will be made for the Commission’s records, and to allow a candidate the opportunity to review his/her performance after receiving the feedback report. Delayed individual administration of the Assessment Center, for accommodation of Military Leave, may involve the scoring of a candidate’s video recorded exercises by the assessors.

**SENIORITY:** Each candidate who successfully completes all components of the examination shall receive one-tenth of one point for each full month of continuous service beyond forty-eight (48) full months of service in the Classified Service rank of Police Officer in the Denver Police Department, following the candidate’s most recent appointment to the Classified Service, until the maximum of five (5) points for seniority has been reached. **Seniority shall be computed through May 31, 2015,** or through and including the last day of the month preceding the month in which the first examination component is administered. Length of service shall be reduced for unpaid leaves of absence (not including family medical leave or military leave) and suspensions without pay, in aggregate greater than 30 days. Credit for Seniority shall be computed consistent with Commission Rule 6 § 6. However, for any candidate who has been re-employed under the provisions of Rule 11 § 4, the computation of length of service shall include both the seniority which he/she had at separation, which was retained under Rule 11 § 4(B), and the seniority accrued following reemployment, in spite of such combined service being considered noncontinuous. (Time served in the appointed ranks of Detective, Technician and Corporal does count as time served in the Classified Service rank of Police Officer.)

**FINAL EXAMINATION SCORE/ELIGIBLE REGISTER:** The final examination score shall be the sum of the points earned from the Written Test and the Assessment Center, plus the points awarded for Seniority. The Eligible Register shall contain in rank order, according to final examination score, the names of only those candidates who have successfully completed all examination components. The Civil Service Commission will approve the Eligible Register on or about September 25, 2015. Once approved and notification to the Police Chief has occurred, copies of the eligible register will be available at the Commission office, will be distributed to the Department, and will be posted on the Commission’s web site.

The scoring procedures will be explained in further detail in the final notification letters that will be sent to all candidates. Each letter will contain the candidate’s raw score on each component, as well as a description of the calculations used to obtain the candidate’s total score. Tie scores shall be broken pursuant to Civil Service Commission Rule 7 § 4(B).

**DATES AND LOGISTICS:** All registered candidates for this examination will receive a confirmation notice by mail following the Disciplinary History Assessment. For candidates who pass or who are granted a deferral in the Disciplinary History Assessment, this notice will confirm the exact date, time, and location of the Written Test.
Additionally, and except as otherwise noted for candidates granted a deferral in the Disciplinary History Assessment, all candidates taking the Written Test will be notified of their scores by mail approximately one to two weeks after the passing score has been determined. Candidates who pass the Written Test will receive further information at that time regarding the Assessment Center. Registered candidates who do not receive a confirmation letter from the Commission following completion of any examination component are responsible for notifying the Commission and confirming the logistical details for the next component.

**REASONABLE ACCOMMODATION:** A candidate must request and describe, in writing, any reasonable accommodation(s) (per the Americans with Disabilities Act) he/she will need to participate in any component of the examination process noted herein, by the registration deadline of June 5, 2015, at 5:00 p.m. A medical statement documenting the candidate’s medical restrictions that support the requested reasonable accommodation for the examination process must also be submitted by the registration deadline. Each request will be reviewed on a case-by-case basis. The submission of a request does not necessarily mean that the request will be granted.

**REASONABLE ACCOMMODATION OF MILITARY LEAVE:** Examination procedures and/or regulations have been instituted to ensure compliance with the non-discrimination provisions of the Uniformed Services Employment and Re-employment Rights Act of 1994. Opportunity for late registration and for delayed participation in this promotional examination process will be provided on an individual basis for those who are eligible to register and participate in the general administration of the examination components as noted herein, but who are unable to do so based on Military Leave status. Additional examination procedures and/or regulations have been implemented to maintain the confidentiality and integrity of the examination process throughout any extended period of examination administration.

Any candidate who is absent from duty at the Denver Police Department and unable to register due to Military Leave must register for the examination no later than 30 calendar days following his/her date of their return to duty at the Denver Police Department. Any requests for other specific accommodations must be made in writing. Candidates can obtain further information about seeking and receiving reasonable accommodation based on Military Leave status by contacting Jeff Wilson, as provided below.

**IMPARTIAL AND COMPETITIVE PROCESS:** As provided by City Charter §9.3.1 and §9.3.11(f) and Civil Service Commission Rule 6 § 3(A), the components of all examinations shall be impartial and competitive. The Civil Service Commission is committed to a fair, impartial and competitive process. The Commission shall not be influenced by factors that would compromise the principles of a merit based promotional process that the Commission is entrusted within this or any test administration.

**PROTEST OR CHALLENGE:** Any protest or challenge to the content of this official announcement and the examination plan as set forth herein must be presented by a candidate, in writing, to the Executive Director of the Civil Service Commission. It must be received at the
Civil Service Commission, Webb Municipal Office Bldg., 2nd Floor, 201 W. Colfax, Dept. 1208 Denver, Colorado, 80202-5332, no later than 5:00 p.m. on June 5, 2015.

If you have any questions regarding this examination, please contact Jeff Wilson, Senior H.R. Professional at 720-913-3380 or email him at jeff.wilson@denvergov.org.

CIVIL SERVICE COMMISSION

Earl E. Peterson
Executive Director

Attachment A – Disciplinary History Assessment