INFORMATIONAL MEMORANDUM
(Provided at Registration)

TO: Candidates for the 2017 Police Sergeant Examination
FROM: Earl E. Peterson
Executive Director
SUBJECT: Orientation Sessions; Disciplinary History Assessment; Confidentiality; Written Test; Official Reading List; Job Description.
DATE: May 1, 2017

This memo provides a brief overview of some of the key information you will need regarding the examination process. Additionally, you should thoroughly read the Announcement of Examination (provided at registration and posted on the Commission’s web site).

ORIENTATION SESSIONS

This is the only communication you will receive prior to the Orientation sessions being held on June 13, 2017 at 1:00 p.m. and June 14, 2017 at 10:00 a.m. You are strongly encouraged to attend one of the two duplicate sessions. The Orientations are being held at the Denver Post Building located at 101 W. Colfax Avenue in the first floor Auditorium. A video of the Orientation will be made available to candidates on a scheduled basis.

DISCIPLINARY HISTORY ASSESSMENT

This is the only communication you will receive prior to the Disciplinary History Assessment. Any request for a deferral must be received in writing, at the Commission, by 4:30 p.m. on June 2, 2017. If you have any concerns about your history of Sustained Cases, the deadline to check, correct and verify your records contained in the I.A.B. database is 5:00 p.m. on June 23, 2017.

CONFIDENTIALITY

The Commission must plan for additional administrations of this promotional examination, following the return of eligible candidates from Military Leave or Line of Duty Injury. Therefore, the Commission has initiated several added measures in order to help ensure confidentiality, and to maintain the integrity of the full examination process. These include some updated procedures and expanded confidentiality requirements for both the Written Test and the Assessment Center. We appreciate your cooperation and understanding regarding these requirements and any updated testing procedures.
WRITTEN TEST

The Written Test will be held July 25, 2017 at the Police Academy. It is a closed-book test requiring candidates to respond to test questions without the use of reference materials. The Written Test has two separate sections. For the more traditional Technical Job Knowledge Section, all test items will be drawn from the textbook and the source materials contained in the Official Reading List (provided at registration). For the Situational Judgment Section, the items are not drawn directly from the Official Reading List materials. However, the correct responses to the items will be in conformance with the reading list source materials. The Situational Judgment items require the application of practical supervisory and management skills to specific job-related situations appropriate to the rank of Sergeant in the Denver Police Department.


You may also visit the amazon.com website at http://www.amazon.com to purchase the book. In addition, you may wish to visit the following websites: http://www.chegg.com/textbooks or http://textbooks.com to rent or purchase this book.

The Department Study Material on the Official Reading List was drawn from several sources and provided by the Department on March 13, 2017. All items comprising the Department Study Material have been combined into a study packet. The Department Reading Material will be available for downloading at the time of Registration. To download, please go to www.denvergov.org/civilservice and select the “Promotional Police” link on the right side. There will be a link located under the 2017 Police Sergeant Examination Schedule to the Department Reading Material. If you wish, you may contact the Civil Service Commission at (720) 913-3371 to send you a disc containing an Acrobat (PDF) file of the study packet or you may pick up a disc in person during regularly scheduled office hours.

The Job Knowledge Section of the Written Test will be developed using only the Textbook and the Department Study Material listed on the Official Reading List. Other editions, printings, or revisions will not be used to develop items for the Job Knowledge Section of the Written Test.

JOB DESCRIPTION

A copy of the Job Description for the rank of Sergeant is available from the Commission at the time of Registration. It is also available on the Commission’s web site (www.denvergov.org/civilservice). Double-click on the link to Police Sergeant Examination.

IF YOU HAVE ANY QUESTIONS…

…regarding this memorandum, the Official Reading List, or the Announcement of Examination, or should you have any problems obtaining the Textbook, please immediately contact Senior Human Resources Professional Jeff Wilson at 720-913-3380, or by email at jeff.wilson@denvergov.org.
OFFICIAL READING LIST

2017 Police Sergeant
Examination Written Test
(Job Knowledge Section)
Denver Civil Service Commission
May 1, 2017

TEXT BOOK
Available at: http://www.bookstore.authorhouse.com

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<tr>
<th>TITLE AND AUTHOR</th>
<th>ISBN #</th>
<th>PRICE</th>
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DEPARTMENT STUDY MATERIAL
The Department Reading Material will be available for downloading at the time of Registration.

<table>
<thead>
<tr>
<th>SECTION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PART A</td>
<td>OPERATIONS MANUAL  DENVER POLICE DEPARTMENT (Selected Sections Only – Revised through March 13, 2017)</td>
</tr>
<tr>
<td>PART B</td>
<td>Police Department Training Bulletins (Two selections only.)</td>
</tr>
<tr>
<td>PART C</td>
<td>COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY AND COUNTY OF DENVER AND DENVER POLICE PROTECTIVE ASSOCIATION 2015 - 2017</td>
</tr>
<tr>
<td>PART D</td>
<td>Mayoral Executive Orders (Two)</td>
</tr>
</tbody>
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Full Packet: Parts A through D  (290 Pages Excluding Cover Page)
PART A: DPD OPERATIONS MANUAL – SELECTED SECTIONS

I. INTRODUCTION
   A. Mission, Values, and Guiding Principles
   B. Department Objectives
   C. Organizing Policies
   D. Law Enforcement Code of Ethics
   E. Policies and Procedures
   F. Organizational Definitions

II. ORGANIZATION – ENTIRE SECTION

III. DUTIES AND RESPONSIBILITIES OF DEPARTMENT PERSONNEL
   3.00 D. and R. for All Sworn Personnel (All)
   4.00 D. and R. for Supervisory Officers (All)
   6.00 D. and R. of Patrol Officers (All)
   7.00 D. and R. of Technicians (All)
   8.00 D. and R. of Corporals (All)
   9.00 D. and R. of Detectives (All)
  10.00 D. and R. of Sergeant (All)

IV. PROCEDURES
   SERIES 100.00 - PATROL DIVISION AND GENERAL PROCEDURES
      101.00 General Philosophy
          101.01  101.02
      110.00 Public Relations
          110.01  110.02
          110.03  110.06
      114.00 Employment Outside the Department
          114.01  114.02
          114.03  114.04
      117.00 Police Department Employees’ Rights
          117.01  117.05
          117.06  117.07
      118.00 Biased Policing Policy and Criminal Intelligence Information
          118.01  118.02
      119.00 Operations Technology
          119.03  119.04
   SERIES 200.00 – TRAFFIC PROCEDURES
      203.00 Traffic Accident Investigation
203.07
204.00 Violations – Traffic
204.01

SERIES 300.00 – INVESTIGATIVE PROCEDURES
308.00 Missing and Exploited Persons Unit
308.01 308.02
308.03 308.04
308.05 308.06
308.07 308.08

SERIES 400.00 – JUVENILE PROCEDURES
401.00 Introduction
401.01 401.02
401.03 401.04
401.05

SERIES 500.00 – SUPERVISORY PROCEDURES
501.00 Responsibilities and Authority
501.01 501.02
501.03 501.04
501.05 501.06
501.07 501.08
503.00 Performance
503.01 503.02
503.03 503.04

V. Rules and Regulations – All Sections
Sections RR-102.1 through RR-1201 (All Sections)

PART B SELECTED DEPARTMENT TRAINING BULLETINS (2 Items)

PART C COLLECTIVE BARGAINING AGREEMENT

Collective Bargaining Agreement Between City and County of Denver and Denver Police Protective Association, 2015 – 2017

PART D MAYORAL EXECUTIVE ORDERS
1. Executive Order No. 94 – City and County of Denver Employee’s Alcohol and Drug Use Policy (October 29, 2002)
2. Executive Order 112 – Violence in the Work Place (October 30, 2006)