PART A
Operations Manual
Denver Police Department
(Select Sections Only – Revised through March 13, 2017)
INTRODUCTION

TO: All Denver Police Department Personnel:

The canons defined by the Law Enforcement Code of Ethics, rules, regulations, and duties contained in this manual are published for the information and guidance of each employee of the Denver Police Department. Rules and regulations will invariably be adhered to at all times; however, the Chief of Police (or designee) may excuse officers and employees from strict adherence based on the relevance and practicality of a specific policy to an officer or employee's assignment or duties, as well as any unique circumstances that may be present. Such discretion by the Chief of Police (or designee) will be applied with good judgment and in the best interests of the community and the department.

The duties and procedures are not intended to cover every situation which may arise in the course of one's duties. There will be times when officers will have to rely solely upon their discretion and experience to be effective. Officers' value to the community and department will be gauged not only by compliance with the instructions contained in this manual, but also by demonstration of good judgment, commitment, and performance under widely variant conditions. It is incumbent upon all officers to familiarize themselves with the contents of this operations manual so that they may know their duties and perform them properly.

AUTHORITY

By virtue of the authority vested in me as Chief of Police of the City and County of Denver, I hereby prescribe and adopt the following as a Manual of Operations for the Police Department of the City and County of Denver. This Operations Manual, as it hereafter is to be known, will be the standard by which the actions of all officers in the Department of Police are to be measured.

In accordance with the Denver City Charter, all amendments to the Rules and Regulations as set forth in the Appendix must have the approval of the Executive Director of Safety.

The duties and procedures will change as needed by the Chief of Police with the concurrence of the Executive Director of Safety and their revisions issued after this date are to be prepared and distributed as appropriate. This Operations Manual will replace and supersede all Orders of this Department inconsistent herewith.

__________________________________________  ____________________________________________
Stephanie Y. O’Malley                       Robert C. White
Executive Director of Safety                 Chief of Police
MISSION STATEMENT
IN PARTNERSHIP WITH THE COMMUNITY, WE ENDEAVOR TO OPERATE A POLICE AGENCY WITH A FOCUS ON PREVENTING CRIME IN A RESPECTFUL MANNER, DEMONSTRATING THAT EVERYONE MATTERS

VISION
THE DEPARTMENT, IN PARTNERSHIP WITH THE COMMUNITY, WILL ENDEAVOR TO ACHIEVE OUR MISSION BY:

- FOCUSING ON THE PREVENTION OF CRIME AND SAFETY
- ADOPTING A DEPARTMENT CULTURE THAT IS CONSISTENT WITH COMMUNITY VALUES
- COMBINING BOTH EFFICIENCY AND EFFECTIVENESS, WHILE LEVERAGING TECHNOLOGIES THAT ENHANCE POLICING OPERATIONS

CORE VALUES
IN AN EVER-CHANGING WORLD, CORE VALUES ARE CONSTANT, THEY ARE THE FUNDAMENTAL BELIEFS OF A PERSON. CORE VALUES ARE NOT DESCRIPTIONS OF THE WORK WE DO OR THE STRATEGIES WE EMPLOY TO ACCOMPLISH OUR MISSION. THESE VALUES UNDERLIE OUR WORK, HOW WE INTERACT WITH EACH OTHER AND MEMBERS OF OUR COMMUNITY, AND FORM THE BASIS OF OUR DECISION MAKING. THESE THREE BELIEFS AND VALUES GUIDE AND INSPIRE US IN ALL WE SAY AND DO; WE WILL CONTINUALLY INTERNALIZE AND MODEL THESE CORE VALUES:

- INTEGRITY: HONEST AND ETHICAL BEHAVIOR IN ALL WE DO, OUR ACTIONS WILL MATCH OUR WORDS.
- COURAGE: SELFLESS DEVOTION TO DUTY; TAKING ACTION IN THE FACE OF DANGER AND HOLDING OURSELVES AND OUR PEERS TO THE HIGHEST ETHICAL STANDARDS.
- SERVICE: PROVIDING RESPECTFUL POLICE SERVICES TO ALL, REALIZING THAT WE ACHIEVE MORE THROUGH PARTNERSHIPS. OUR Motto “To Serve and To Protect” is not just a slogan – it is our way of life.

GUIDING PRINCIPLES
OUR AGENCY’S GUIDING PRINCIPLES ARE THE STRATEGIES THAT WE APPLY TO ACCOMPLISH OUR MISSION. THEY DESCRIBE THE MANNER IN WHICH OUR ORGANIZATION ACCOMPLISHES ITS MISSION. THESE TWO GUIDING PRINCIPLES ARE HOW WE MEET THE DEMANDS OF OUR MISSION:

- INNOVATION: INNOVATION IS ENCOURAGED TO CREATE A LEARNING ORGANIZATION THAT WILL GROW AND DEVELOP NEW AND INNOVATIVE PRACTICES TO ACCOMPLISH OUR MISSION.
- TEAMWORK: TEAMWORK IS FOSTERED IN ALL AREAS. WE BELIEVE THAT SOLUTIONS TO CRIME PROBLEMS COME FROM INSIDE AND OUTSIDE OF OUR ORGANIZATION. ESTABLISHING A VARIETY OF PARTNERSHIPS IS VITAL TO THE ACCOMPLISHMENT OF OUR MISSION.
B DEPARTMENT OBJECTIVE

The main objective of the Denver Police Department is to meet its responsibilities to the community by providing highly professional, respectful, effective, ethical, and responsive law enforcement and public safety services.

In order to accomplish this objective, members of the Denver Police Department must make an organizational effort toward the betterment of communications and the encouragement of individual initiative.

The duties of each assignment will be made known to all throughout this organization. Lines of communication are shown on the organization chart. It should be possible for anyone in this organization to contact the proper authority for action or decision on any issue.

It is believed that in order to fulfill this basic objective, it is necessary to create and maintain a sound organization through which the Denver Police Department can be easily and effectively directed and controlled. This does not imply disregard for the rights or abilities of the individual, but rather a structuring of the human efforts concerned with carrying out the everyday activities in the operation of this department.

Consideration is given in the organizing process to greater personal satisfaction through more effective use of human talents and the attainment of individual as well as departmental goals.

C ORGANIZATION POLICIES:

To provide a guide for future action in organization planning, the following policies are stated:

a. Fixed Responsibility:
   It is the policy of the Denver Police Department to fix responsibility for each function. The manner in which such responsibility has been fixed is set forth in this manual.

b. Discretion:
   It is the policy of the Denver Police Department that in any situation for which there is no formal departmental rule or procedure, officers will take the least stringent action which will be in the best interest of the public, resulting in equitable enforcement of the law and reflecting positively on the Denver Police Department.

c. Delegation of Authority:
   It is the policy of the Denver Police Department to delegate authority for decision making and action, empowering employees closest to where the work is performed.

d. Organization Structure:
   It is the policy of the Denver Police Department to describe lines of authority and such functional and advisory relationships as are necessary to the conduct of good law enforcement and by means of an organization chart. This chart shows supervisory relationships, areas of activities, relations with other bureaus, divisions, districts, sections and units, and direct and indirect lines of authority.

e. Span of Control:
   It is the policy of the Denver Police Department to limit the number of subordinates reporting to any one supervisor. The limiting condition is that a supervisor must be able to give proper attention to the duties of his/her position in the organizational structure and follow the lines of authority and communication shown on the organization chart.

f. Communications and Lines of Authority:
   It is the policy of the Denver Police Department to have established lines of authority followed in all routine matters. It is not the purpose of this policy, however, to put an end to the “open-door” policy of command officers. Under exceptional circumstances and when normal lines of authority do not suffice, persons may seek advice and discuss problems with higher authority.

g. Organization Changes:
It is the policy of the Denver Police Department to make basic changes in the described organization structure only after full consideration by the Executive Director of Safety, Chief of Police and by their respective executive staffs.

h. The Organization Chart:
The organization chart shows in graphic form the overall organization structure, management position in the structure, and the flow of authority and accountability. Coupled with the position guides, the organization chart forms the basis for communicative decision-making and general management action necessary to create the most efficient department productivity.

i. Common Responsibilities:
There are many responsibilities common to all management positions. In addition to the duties performed in directing a designated bureau, division, district, section or unit, each supervisory officer advises and acts for the Chief of Police in promoting coordination and cooperation in matters of department-wide concern. Other common responsibilities that should be the concern of all officers are:

1. Keeping current about developments of all kinds affecting their area of specialization and making use of such knowledge as will render maximum benefit to the department.
2. Cooperate actively with their associates for the best attainment of department objectives.
3. Interpret approved policies and plans to their bureau, division, district, section or unit and to act as liaison in transmitting of information from top to bottom and vice versa.
4. Plan for both long and short-range objectives and policies for their assignment.
5. Participate in joint action with other bureaus, divisions, districts, sections, units and assignments where concerted action is needed for the solution of a problem.
6. Establish, maintain and administer procedures necessary for the efficient operation of this department.
7. Administer and control expenditures of staffing, materials and other cost elements which could materially affect the operations of this department.
CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind, to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession—law enforcement.

POLICE OFFICER'S OATH

I do solemnly swear by the ever-loving God that I will support the Laws and Constitution of the United States and of the State of Colorado, and the Charter and Ordinances of the City and County of Denver; and that I will faithfully perform the duties of the office of Police Officer of the City and County of Denver, to which I have been appointed.

DENVER POLICE DEPARTMENT
CITY AND COUNTY OF DENVER
STATE OF COLORADO
The Denver Police Department Operations Manual is to be used as an official guide, outlining procedures for many of the routine and infrequent operations performed by the police department. Procedures detailed in the manual are to be recognized as official policy and applied on a department-wide basis.

- All officers are responsible for understanding and complying with all provisions of the operations manual. Failure to comply with any of the provisions of the operations manual may subject an officer to disciplinary action, additional training, re-assignment, secondary employment restrictions, and other actions at the discretion of the Chief of Police, Executive Director of Safety, or their designees.
- It is understood that written policies may not cover every situation; however, personnel will not deviate from established policies and procedure except when necessary due to extenuating circumstances, and in these instances, there must be clear articulation and justification. Any deviation will be rigorously examined on a case-by-case basis.

The following definitions will govern the forthcoming discussion defining the organizational structure of the Denver Police Department and functions of each organic unit. They are presented here to provide uniformity and clarification of terminology.

F.1 Administration

The general administration of the police department is vested in the Executive Director of Safety who will be in full charge and control over the police department.

REFERENCE: CHARTER OF THE CITY AND COUNTY OF DENVER
TITLE 1, SUBTITLE B – CHARTER, ARTICLE II – MAYOR AND EXECUTIVE DEPARTMENTS,
PART 6 – SAFETY: 2.6.2

The Chief of Police is the chief executive officer of the department and the departmental authority in all matters of policy, operation, and discipline falling within his/her purview. He/she exercises all lawful power of the office, and issues such lawful orders as are necessary to assure the effective performance of the police operation.

Through the Chief of Police, the department is responsible for the enforcement of all laws and ordinances coming within its purview.

The rules governing the conduct of members of the classified service in the police department will be set forth as written rules and regulations by the Chief of Police with the approval of the Executive Director of Safety provided, however, that such rules and regulations will not contain any political or religious qualifications or disqualifications.

Any member of the classified service will be subject to fine and suspension, reduction in grade, and removal for a violation of such rules and regulations.

REFERENCE: CHARTER OF THE CITY AND COUNTY OF DENVER
CHAPTER 42 POLICE, ARTICLE II – POLICE DEPARTMENT, DIVISION 1 – GENERALLY
SECTION 42-27 SUSPENSION, REMOVAL
SECTION 42-28 POWER TO FINE OFFICERS
SECTION 42-29 RULES AND REGULATIONS

F.2 Department
The Denver Police Department

F.3 BUREAU
Generally comprised of two or more divisions under the command of a deputy chief, a bureau is the first level of groups subordinate to the Chief of Police.

F.4 DIVISION
An entity usually comprised of two or more sections under the command of an appointed commander or civilian director.

F.5 DISTRICT
A geographical area administratively designated for purposes of command, supervision, patrol, investigation, and other specialized functions.

F.6 SECTION
An entity having jurisdiction or agency-wide authority for the accomplishment of a functional responsibility. Sections may or may not be subordinate to a division. When not subordinate to a division, it will be accountable directly to the Chief of Police or a deputy chief. Sections are structured with a span of control that generally requires a designated section head of the rank or title of captain, lieutenant, or civilian manager.

F.7 UNIT / TEAM
An entity that is generally a subunit of a district, division, or section but can report directly to the Chief of Police or a deputy chief. Sections and teams have area or functional responsibilities and are structured with a span of control that generally requires a first-level supervisor such as a sergeant or civilian supervisor.

F.8 PRECINCT
A geographic area of varying size within a district to which one or more officers are specifically assigned for patrol purposes.

F.9 OFFICIAL DUTY
That time when an officer is formally on-duty and engaged in an official capacity.

F.10 VAN CISE-SIMONET DETENTION CENTER
An intake center for processing arrestees prior to arraignment located at 490 W. Colfax Avenue.

G PERSONNEL DEFINITIONS

G.1 CHIEF OF POLICE
The Office of the Chief of Police will be appointed by the Mayor. The Chief of Police is the chief executive officer of the police department.

G.2 DEPUTY CHIEF
The position of Deputy Chief is the highest appointed rank of officers in the classified service. They are appointed from the civil service rank of captain or lieutenant and serve at the pleasure of the Chief of Police.

G.3 COMMANDER
Commanders are members of the police department in the classified service. They are appointed from the civil service rank of captain or lieutenant and serve at the pleasure of the Chief of Police.

G.4 CIVILIAN DIRECTOR
A civilian employee appointed through a career service competitive process to a senior managerial position within the Denver Police Department.

G.5 COMMANDING OFFICER
Any officer in charge of a bureau, district, division, section, or unit.

G.6 CAPTAIN
A captain is a member of the police department in the classified service, next in rank to commander. This rank is attained by promotion from the rank of lieutenant through an eligibility list established by a competitive civil service examination and selection by the Chief of Police.

G.7 **CIVILIAN MANAGER**
A civilian employee appointed through a career service competitive process to a mid-level managerial position within the Denver Police Department.

G.8 **COMMAND OFFICER**
An officer holding the rank of lieutenant, captain, commander, deputy chief, or chief of police.

G.9 **LIEUTENANT**
A lieutenant is a member of the police department in the classified service next in rank to a captain. This rank is attained by promotion from the rank of sergeant through an eligibility list established by a competitive civil service examination and selection by the Chief of Police.

G.10 **SUPERVISORY OFFICER**
Officers assigned to positions requiring the exercise of immediate supervision over the activities of other officers and employees.

G.11 **SERGEANT**
A sergeant is a member of the police department in the classified service next in rank to a lieutenant. This rank is attained by promotion from an eligible list established by competitive civil service promotional examination and selected by the Chief of Police.

G.12 **CIVILIAN SUPERVISOR**
A civilian employee appointed through a career service competitive process to a first-level supervisory position within the Denver Police Department.

G.13 **CORPORAL**
A corporal is appointed by the Chief of Police to assume leadership and training roles and to fulfill supervisory responsibilities when necessary. Appointed officers retain their base rating under the classified service. This is not a permanent promotion and the officer appointed serves at the pleasure of the Chief of Police.

G.14 **DETECTIVE**
A detective is a police officer appointed by the Chief of Police to investigative duty. Appointed officers retain their rating under the classified service. This is not a permanent promotion and the officer appointed serves at the pleasure of the Chief of Police.

G.15 **TECHNICIAN**
A technician is a police officer appointed by the Chief of Police to fulfill specialized roles and responsibilities. Appointed officers retain their rating under the classified service. This is not a permanent promotion and the officer appointed serves at the pleasure of the Chief of Police.

G.16 **POLICE OFFICER**
A person appointed to the department as a full-time, regularly salaried peace officer. An officer is the basic individual unit of the police department from the ranks of which all assignments and promotions are made. Officers attain this rank by appointment from an eligible list established by a competitive civil service examination in the classified service.

G.17 **CIVILIAN EMPLOYEE**
Every person other than sworn police officers, hired through Career Service by competitive process.

G.18 **RESERVE POLICE OFFICER**
A person appointed to the department as a volunteer peace officer. Persons may attain this position by appointment from an eligible list established by a competitive examination. The officer appointed serves at
the pleasure of the Chief of Police.

G.19 **VOLUNTEER**
A person selected for a non-paid, volunteer position. Volunteers are non-sworn and serve in a supportive role within the police department. Volunteers serve at the pleasure of the Chief of Police.

<table>
<thead>
<tr>
<th><strong>H</strong></th>
<th><strong>WORDS AND TERMS - DEFINITIONS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>H.1</strong></td>
<td><strong>CAREER SERVICE</strong></td>
</tr>
</tbody>
</table>
The hiring authority for civilian employees of the City & County of Denver. |
| **H.2** | **CITY** |
The City and County of Denver as a governmental organization. |
| **H.3** | **CIVIL SERVICE COMMISSION** |
The hiring authority for sworn personnel of the Denver Police Department. |
| **H.4** | **CIVILIAN / NON-SWORN / CSA** |
A Denver Police Department Career Service employee having no arrest authority, as stipulated by the State of Colorado for peace officers. Civilian personnel serve in support and managerial functions and may wear a designated uniform, but do not possess authority to make a custodial arrest. |
| **H.5** | **DEPARTMENT / DPD** |
The Denver Police Department |
| **H.6** | **DSD** |
The Denver Sheriff Department |
| **H.7** | **DHMC** |
Denver Health Medical Center |
| **H.8** | **EMPLOYEE/PERSOENNEL** |
All persons employed by the Denver Police Department. This includes sworn police officers, civilian employees, unpaid interns, sworn reserve police officers, and volunteers. |
| **H.9** | **CHILD** |
Generally any person under the age of 18 years. Some policy areas may stipulate specific ages to address particular situations. |
| **H.10** | **POLICE OFFICER** |
A sworn employee of the City and County of Denver Police Department who is granted peace officer authority in accordance with the laws of the State of Colorado and City and County of Denver. |
| **H.11** | **OPERATIONS MANUAL** |
The Denver Police Department Operations Manual |
| **H.12** | **ORDER** |
A written or verbal instruction issued by a supervisor |
| **H.13** | **POST (PEACE OFFICER STANDARDS AND TRAINING)** |
The State of Colorado organization responsible for oversight of standards and training for all Colorado peace officers. |
| **H.14** | **SCOUT VAN** |
A vehicle operated by the Denver Sheriff’s Department for the transport of in-custody persons. |
1.00 **PERSONNEL - ORGANIZATION**

The police department is comprised of the Chief of Police, who is appointed by the Mayor, and such subordinate police officers appointed pursuant to Denver Civil Service requirements and employees appointed pursuant to Denver Career Service requirements, as may be necessary to prevent crime, preserve the peace, protect persons and property, and enforce laws and ordinances.

1.01 **PERSONNEL – SWORN:**

a. **Ranks:**
   - Chief of Police
   - Deputy Chief of Police
   - Commander
   - Captain
   - Lieutenant
   - Sergeant
   - Detective – Corporal – Technician
   - Officer

b. **Grades:**
   - Police Officer 1st Grade (33 or more months of service)
   - Police Officer 2nd Grade (having completed 21 months and less than 33 months of service)
   - Police Officer 3rd Grade (having completed 9 months and less than 21 months of service)
   - Police Officer 4th Grade (upon graduation from the police academy and the first 9 months thereafter)
   - Recruit Officer (from the original date of appointment to the completion of the Academy and certification as a peace officer by the State of Colorado)

1.02 **PERSONNEL – CAREER SERVICE**

a. **Duties and Work Hours:**

   Career Service (CS) employees will perform the duties designated by the Executive Director of Safety through the Chief of Police, working such hours as deemed proper for the accomplishment of their assigned duties by their sworn supervisors or civilian managers.

b. **Performance of Duties:**

   In the performance of all duties they will be honest, diligent, reliable, competent, respectful, courteous, and cooperative; exercising due care and appropriate economy in the use of city property, refraining from any act detrimental to the best interests of the city.

c. **Rules and Regulations:**

   CS employees will be amenable to all rules and regulations set forth by the Executive Director of the Office of Human Resources appointed by the Career Service Board.

d. **Training:**

   CS employees will be given the necessary on the job training to complete their assignments and deal with the public in a professional manner. If an employee is performing in an unsatisfactory manner, every effort will be made to retrain and retain an employee to ensure that the employee
will not be lost and that the citizens’ view of the Department is not jeopardized. CS employees are encouraged to take advantage of schools and seminars made available to them, as long as it does not interfere with the police mission.

2.00 FUNCTIONAL RESPONSIBILITIES OF BUREAUS, DIVISIONS, DISTRICTS, SECTIONS, AND UNITS

The following descriptions are intended to identify the established and on-going functional responsibilities for each area identified. These responsibilities align with the goals and objectives of the department’s strategy and vision and are intended to be a general overview, meaning it does not identify, in detail, every job function assigned to a respective area. This list is meant to compliment the organization chart, which outlines the hierarchy and chain of command and has been organized in alphabetical order for easy reference.

2.01 ACADEMY UNIT:
The Academy Unit organizes and promotes training programs, including the development and distribution of training modules to supplement and comply with Colorado POST training requirements. The unit also organizes and coordinates recruit training, in-service training, institutes, seminars, and training programs, both internally and externally.

2.02 ADMINISTRATIVE MANAGEMENT DIVISION:
This Administrative Management Division provides support functions to the department through computerized reporting, suspect identification, and the storage of evidence and property. It includes the Information Management Unit, the Identification Section, and the Property Management Section.

2.03 AIRPORT POLICE DIVISION:
The Airport Police Division provides uniformed patrol of airport property, including the enforcement of airport regulations, city ordinances, and state/federal laws. Division personnel coordinate their activities with airport officials and appropriate federal agencies, such as the FAA, FBI, TSA and Customs.

a. Explosives Detection K-9 Unit:
Specially trained police officers and canines assigned to airport property for the specific purpose of detecting explosive materials on airport grounds and roadways.

b. Investigations / Special Events Unit:
Completes follow up investigations of criminal offenses and plans and organizes special events occurring on airport property and roadways.

c. Traffic Enforcement Unit:
Addresses hazardous violations and investigates motor vehicle crashes occurring on airport property within the City and County of Denver.

2.04 AIR SUPPORT UNIT:
The Air Support Unit provides aerial patrol, observation, and other necessary support for police related functions.

2.05 BOMB / EXTRADITION UNIT:
The Bomb/Extradition Unit conducts and documents investigations on all bomb threats, explosive related incidents, or post blast crime scenes. They render safe and/or remove suspected improvised explosive devices, incendiary devices, explosives, or explosive chemicals. Bomb Technicians prepare and present explosive related training programs, and investigates all bombings, bomb threats, burglaries and theft of explosives, and explosions which are not caused by a fire related incident.
Personnel coordinate with the Denver District Attorney’s office on extraditions, Denver District Court case filings, governors’ warrants, and at large warrant case filings on all prisoners arrested in Denver for out of state law enforcement agencies. The Bomb/Extradition Unit coordinates with other law enforcement agencies to arrange for prisoner transportation prior to the required legal deadlines.
2.06 **BUSINESS ROBBERY UNIT:**
The Business Robbery Unit investigates the taking of anything of value from a business by force, extortion, threats, or intimidation. This unit also investigates home invasion robberies, theft of motor vehicle by force cases, and extortion.

2.07 **CANINE (K-9) UNIT:**
The Canine Unit searches and locates criminal suspects, and performs regular patrol duties or other special assignments as directed by the Deputy Chief of Operations or Commander of Special Operations.

2.08 **CIVIL LIABILITY SECTION:**
The Civil Liability Section assists the Denver City Attorney’s Office when a claim or lawsuit is filed wherein any personnel of the police department and the City and County of Denver are named as defendants. Such assistance will include making all necessary notifications to appropriate personnel and gathering all necessary records.

The Civil Liability Section is also responsible for fulfilling requests for records and computerized information not normally provided by the Identification Section or Records Unit as outlined in operations manual section 109.00, and assuring that these requests are billed properly. Personnel of this unit act as agents for the Chief of Police by responding to the courts on Subpoenas Duces Tecum.

2.09 **CITY ENFORCEMENT UNIT:**
The City Enforcement Unit is responsible for identifying locations with high accident rates and instituting enforcement programs to reduce the accident rate. The commanding officer of the Traffic Operations Section can assign additional specialized enforcement duties as needed. City enforcement officers are motorcycle trained and assist with motorcade escorts and other duties as needed.

2.10 **COLD CASE UNIT:**
The Cold Case Unit proactively combines advances in DNA technology and traditional investigative techniques to solve cold case murders and sexual assault cases. Cold cases are defined as those having an indeterminate sentence that remains unresolved for one (1) year or more.

2.11 **COMMUNITY RELATIONS SECTION:**
The Community Relations Section increases community involvement on a metro-wide basis to promote positive interactions between the citizens of Denver and members of the Denver Police Department. Through participation in expos, public events, the Police Activities League, and charity events, the Community Relations Section seeks to improve the relationship the Department has with the community.

2.12 **CONDUCT REVIEW DIVISION (CRD):**
The Conduct Review Division maintains an effective discipline system that is fair, rational, efficient, and consistent, reflecting department values, protecting the rights of officers and citizens, promoting respect and trust within the department and community, and results in a culture of public accountability, individual responsibility, and maintenance of the highest standards of professionalism.

The CRD reviews all completed formal Internal Affairs Division investigations, makes findings, and when appropriate, issues penalty recommendations (using discipline matrix). In accordance with established processes, the Commander of the Conduct Review Division reports findings to the Chief of Police for review and final disposition. The Conduct Review Division also addresses scheduled discipline cases and vehicle pursuits. The Conduct Review Division includes the Prosecution Liaison and Civil Liability Section.

2.13 **COURT LIAISON UNIT:**
The Court Liaison Unit acts as a liaison between the courts and the police department. Personnel of this unit administer the online subpoena system, and are responsible for the issuance of all off-duty overtime court slips. Personnel notify the commanding officer of the Internal Affairs Division of officers who are not in compliance with mandatory court related activities.
2.14 **CRIME SCENE UNIT:**
The Crime Scene Unit specializes in crime scene processing, which includes the collection and preservation of evidence as well as the identification of latent prints, firearms, tool marks, and body fluids for DNA analysis. Crime scenes are documented using photographic and video technologies, and Crime Scene Unit personnel complete detailed crime scene drawings for investigative purposes.

2.15 **CRISIS INTERVENTION RESPONSE UNIT:**
The Crisis Intervention Response Unit consists of sworn personnel and licensed clinicians, contracted through the Mental Health Center of Denver (MHCD), who handle calls for service involving individuals with known or suspected mental health issues. Clinicians respond with officers and personnel in a team member role as well as handle self-initiated calls addressing mental health needs and support that do not require an officer presence. In addition, the department-wide CIT training program is coordinated through the Crisis Intervention Response Unit.

2.16 **CRISIS NEGOTIATION UNIT:**
The Crisis Negotiation Unit is comprised of specially trained detectives from investigative assignments throughout the department who are responsible for responding to barricade and hostage situations. Once on scene (under the direction of the Commander of the Major Crimes Division), unit personnel manage the negotiation, working in conjunction with district personnel and the Metro/SWAT Unit.

2.17 **CRISIS SERVICES DIVISION:**
The Crisis Services Division provides support services to victims of crimes and persons experiencing mental health crisis. This division includes the Victim Assistance Unit and the Crisis Intervention Response Unit.

2.18 **DATA ANALYSIS UNIT (DAU):**
The Data Analysis Unit provides analysis-driven data support to the Denver Police Department and Denver Department of Safety. The DAU combines disparate data sources to provide analytics, mapping, pattern analysis, correlations, and incident and offender trends to assist the department identify strategic and administrative priorities. The DAU evaluates and utilizes existing solutions for predictive analytics, business intelligence, and intelligence led policing efforts.

2.19 **DENVER POLICE ACTIVITIES LEAGUE (PAL)**
A nonprofit, charitable organization established in 1969 to provide athletic and other endeavors to Denver youth during high-risk hours, and to be a positive interface between the Denver Police Department and the community - www.denverpal.com.

The Denver Police Activities League is staffed by police officers and has a board of trustees comprised of both police officers and concerned Denver citizens. PAL works with hundreds of volunteer coaches from the community.

2.20 **DENVER POLICE CITIZEN ACADEMY:**
An educational program designed to inform community members about law enforcement processes. Attendees learn about the Denver Police Department and a variety of procedures and functions, giving them unique access to law enforcement practices as a means of furthering police-community relations.

2.21 **DISTRICT STATIONS:**
The City and County of Denver is divided into six districts. Each district has a commander responsible to the Deputy Chief of Operations for the effective and efficient operation of his/her command and the prompt and efficient discharge of duties and responsibilities. The personnel complement in each district is divided into shifts to provide 24-hour service. In addition to precinct patrol assignments, there are specialized units.

a. Community Resource Officers:
Assigned personnel are responsible for encouraging citizens to seek police expertise in matters of mutual concern, including such areas as crime prevention, Operation Identification, Neighborhood Watch, and nuisance abatement.

b. School Resource Officers:
Assigned to designated schools (within their respective district), assigned personnel act as a law enforcement liaison/consultant/representative with students, faculty, school administration, parents, and the school community. Where appropriate they provide coaching and mentoring. Their function is to provide support services to youth and educational organizations through the presentation of lectures, officer involvement within the educational system, consultations, use of police authority when appropriate, and a wide range of public relations efforts. School Resource Officers are not directly involved in the school administrative discipline process. School resource officers are governed by an IGA with DPS that determines their selection process and activities.

c. Investigations:
Assigned personnel investigate street robberies, burglary, auto theft, theft, assault, criminal mischief, and all other reported crimes not handled by specialized investigative units.

d. Narcotics:
Assigned personnel investigate narcotics violations within district geographic areas.

e. Impact Teams
Assigned personnel address neighborhood concerns and ongoing crime issues. Personnel are responsible for identifying problems in their respective areas and developing a plan to solve them, utilizing resources inside and outside the department. Impact teams from one or more districts also respond to large-scale events and provide support through crowd management, crime reduction, and problem solving.

f. Downtown Motorcycle Unit (District 6 only):
The unit provides rapid police response and maximum police visibility to the 16th Street Mall and the surrounding downtown area.

g. Mounted Patrol Unit (District 6 only):
Assigned personnel patrol the 16th Street Mall District, the park areas adjacent to the City and County Building, and other city parks when so directed while mounted on horse. They are further responsible for assisting with crowd management at special events and will assume other assignments and responsibilities as deemed necessary by the Commander of District 6 and/or Deputy Chief of Operations.

2.22 DOMESTIC VIOLENCE/FRAUD SECTION:
Comprised of the Domestic Violence Unit, Fraud Unit, and the Pawnshop/Bicycle Unit and Bicycle Impound.

2.23 DOMESTIC VIOLENCE UNIT:
The Domestic Violence Unit investigates domestic violence-related incidents such as assault, kidnapping, threats, telephone harassment, restraining order violations, menacing, and stalking that are reported as required by statute. The Domestic Violence Unit is responsible for investigating all bias-motivated crimes.

2.24 DUI / DRE ENFORCEMENT UNIT:
The DUI/DRE Enforcement Unit is responsible for the detection, apprehension, and processing of drivers impaired or under the influence of alcohol and/or drugs.

2.25 EXCISE AND LICENSE UNIT:
The Excise and License Unit assists civilian investigators with conducting background investigations for all City and County of Denver license applicants. The Excise and License Unit also investigates and inspects current licenses to ensure compliance with city and county ordinances and state statutes.
2.26 **EXECUTIVE SECURITY UNIT:**
The Executive Security Unit provides executive security to the mayor, the mayor’s residence, and the office of the mayor; traveling with or making security arrangements for the mayor during travel out of the city; and reporting any criminal acts directed toward the mayor or the office of the mayor.

2.27 **EXPLOSIVE DETECTION CANINE UNIT – SPECIAL OPERATIONS DIVISION:**
The Explosive Detention Canine Unit supports department operations through the detection of explosive devices, explosive materials, and evidence recovery.

2.28 **FINANCIAL SERVICES SECTION:**
The Financial Services Section is responsible for preparation of the department budget and for the proper maintenance of the appropriation, as well as for the approval of expenditures and requests for purchases.

2.29 **FIREARMS UNIT – TRAINING DIVISION:**
Assigned personnel are responsible for supervision of the department’s firearm training program, the maintenance of firearm qualification score records for all sworn department personnel (including quarterly qualifications of all heavy weapons, shotguns, and urban rifles), and the repairs and maintenance of designated weapons owned by the department.

The Commander of the Training Division is also the department’s Chief Firearms Officer and oversees the Firearms Unit and all its facilities. The Chief Firearms Officer will identify an Assistant Chief Firearms Officer (supervisory or command officer) and a compliment of Firearm Training Officers (chosen from the rank of 1st grade police officer, technician, detective, or corporal rank).

The Less-Lethal Coordinator, assigned to the Firearms Unit, is responsible for the training, maintenance, and repair of designated department-owned less lethal weapons.

Exceptions:

- The METRO/SWAT Section uses their certified armorers and personnel for training, inventory, repairs, and maintenance of designated lethal and less-lethal weapons.
- The Airport Division inventories designated lethal and non-lethal weapons.

2.30 **FIREARMS / TOOL MARK UNIT:**
Personnel examine firearms to ensure that they function properly, test fire for bullet and cartridge case recovery, and compare evidence bullets and cartridge cases to determine if are matched to a specific firearm. Additionally, personnel conduct serial number restorations, physical matches (firearms and tools), and gun powder pattern testing. The unit also enters digitally captured images of fired cartridge cases using specialized equipment known as the Integrated Ballistics Identification System (IBIS) in the National Integrated Ballistics Information Network (NIBIN) in collaboration with the Crime Gun Intelligence Center (CGiC).

2.31 **FLEET MANAGEMENT SECTION:**
The Fleet Management Section personnel are responsible for the general administration of departmental business relating to vehicular equipment: repairs, maintenance, service and assignment, assessment of fleet size needs, requisition of vehicles, conduct equipment testing programs, and establish specifications for new vehicles. This section consists of the Service Center Unit and the Police Garage Unit.

2.32 **FORENSIC BIOLOGY / DNA UNIT:**
The Forensic Biology/DNA Unit provides analysis of evidence for the presence of body fluids and the subsequent extraction of Deoxyribonucleic Acid (DNA) for identification purposes. Personnel compare known samples collected from victims and suspects to evidence, and routinely upload unknown DNA profiles into the Combined DNA Index System (CODIS) database.

2.33 **FORENSIC CHEMISTRY UNIT:**
The Forensic Chemistry Unit provides analysis to identify suspected drugs, narcotics, and controlled substances; fire debris; and human blood for the presence and concentration of alcohol. The forensic
scientists also support clandestine laboratory investigations to ensure safety and offer technical advice to investigators. Scientists in this unit also conduct comparative analysis of organic and inorganic substances, such as hair, fibers, soil, tape, and botanicals. Additionally, the unit examines substances using microscopic technologies to identify gunshot residue, explosive materials, paint, glass, construction, and other unknown materials.

2.34 **FORENSIC IMAGING UNIT:**

The Forensic Imaging Unit archives, authenticates, secures, retrieves, and enhances digital image files taken by department personnel to assist in criminal investigations. Additionally, personnel respond to crime scenes to locate, retrieve, and protect video evidence. Personnel also provide approved specialized photography upon request to other areas of the department.

2.35 **FORENSICS AND EVIDENCE DIVISION:**

The division consists of the Crime Scene Unit, Firearms Unit, Forensic Biology/DNA Unit, Forensic Chemistry Unit, Forensic Imaging Unit, Latent Print Unit, Quality Assurance Unit, and Trace Evidence Unit. Personnel assigned to the division are responsible for the collection, preservation, and examination of evidence. Division personnel also provide expert testimony related to these areas.

2.36 **FRAUD UNIT:**

The Fraud Unit is responsible for the investigation and case filing in most complaints related to checks, financial transaction devices (credit cards), forgeries, identity theft, elder exploitation, and frauds.

2.37 **FUGITIVE UNIT:**

The Fugitive Unit investigates complaints and warrants for felony and misdemeanor offenses pertaining to persons wanted by the Denver Police Department and other jurisdictions, and maintains correspondence pertaining to the transfer or extradition of fugitives. Assigned personnel actively attempt to arrest known fugitives.

2.38 **GANG SECTION:**

The Gang Section focuses resources on gang-related crimes and is comprised of the Gang Unit and gang related task forces.

2.39 **GANG UNIT:**

The Gang Unit is responsible for enforcement activities and follow-up investigations in the area of gang activities. Inclusive in this is the collection and interpretation of intelligence information concerning gangs, gang members, and gang related crimes in the metro area.

The Gang Unit also provides an education and information service for law enforcement and other related organizations. Personnel are responsible for enforcement of all federal, state, and city laws pertaining to criminal conduct among the gang element.

2.40 **HALO UNIT:**

The HALO Unit monitors, maintains and operates the department's overt camera systems.

2.41 **HIGHWAY / HAZARDOUS MATERIALS UNIT:**

The Highway/Hazardous Materials Unit is responsible for traffic enforcement, accident investigation and the maintenance of an orderly flow of traffic on the freeways within the city. Personnel are also responsible for inspecting commercial vehicles and hazardous material carriers, and enforcing statutes, ordinances and rules and regulations pertaining to the transportation of hazardous materials.

2.42 **HOMICIDE UNIT:**

The Homicide Unit investigates the intentional, unintentional, justifiable, and unlawful killing of human beings, to include suicides and attempt suicides, officer-involved critical incidents, industrial/accidental deaths—except traffic fatalities, suspicious hospital deaths or other suspicious deaths occurring while in a doctors’ care, known and unknown dead cases, murder for hire, and any other investigation where the expertise of the Homicide Unit personnel benefit the police mission.
2.43 **IDENTIFICATION SECTION:**

The Identification Section includes the Identification Unit (including NCIC and concealed weapons), and the Records Unit.

2.44 **IDENTIFICATION UNIT:**

The Identification Unit is responsible for generating and maintaining criminal history records, fingerprints, and photographs for the department. Additionally, personnel are responsible for making positive identification of arrestees, supplying the public, criminal justice agencies and DPD officers with criminal records they can legally access. The Identification Unit processes modified prisoner hold reports for detectives and facilitates the US&C process. The unit issues and maintains identification cards for all police department employees, and provides the public with fingerprint services.

 Personnel assigned to management of concealed weapons are responsible for the processing and issuance of concealed weapon permit applications under Colorado Revised Statute 18-12-205, including the forwarding of applications to the Colorado Bureau of Investigation and the Office of the Executive Director of Safety. Personnel are also responsible for revoked and suspended permits and issuance of permits to retired law enforcement personnel under the 2004 Law Enforcement Officers Safety Act. Personnel are responsible for the processing, background investigations, and issuance of these permits.

 Personnel complete computer data entry for adult and juvenile arrests.

a. **NCIC/CCIC**

Assigned personnel are responsible for all entries, modifications and cancellations of warrants, the maintenance of the central warrant file, and the operation of the NLETS Communication system for the Department.

b. **CCIC Coordinator**

The CCIC Coordinator serves as the formal liaison between the Denver Police Department and the Colorado Bureau of Investigation regarding NCIC/CCIC operations and serves on the Board of Working Advisors. The CCIC Coordinator is responsible for setting policy and procedure for NCIC operators. The CCIC Coordinator receives Declarations of Understanding from CCIC trainers and maintains copies of the Declarations.

c. **CCIC Trainers**

Trainers are responsible for the testing of sworn and CS personnel. CCIC trainers are also available at the district, division, or section level to answer questions relating to CCIC functions and should have a strong understanding of the system.

2.45 **INFORMATION DESK UNIT:**

The Information Desk Unit provides building security as well as assistance to citizens coming to the Police Administration Building. Information Desk Unit personnel aid with police reports and resource information for visitors.

2.46 **INFORMATION MANAGEMENT SECTION:**

The Information Management Section (IMS) implements and maintains various modules within the records management system. This includes all interfaces with the system – CAD, Crime Lab, reporting databases, NCIC, DenverGov, internet crime reporting, internet request for reports, and the interface with the Integrated Criminal Justice BUS. This requires coordinating with affected personnel any changes to policy and procedures that will gain efficiencies within the record management system. IMS personnel monitor all facets of the record management system to ensure compliance with policy and procedures and ensure that reporting, data entry, and case management is handled in a consistent manner.

IMS provides training to department employees in all record management systems, user, and records management system technical support during normal business hours, and 24/7 support for user and technical issues. This includes close daily support with all integrated city agencies that share the data.
Additionally, IMS personnel ensure the record management system has the newest version of software. This requires extensive testing and coordinated effort with affected personnel, Technology Services, and the record management system vendor. IMS personnel evaluate new technologies and equipment related to record management and coordinate with affected personnel with regard to the deployment of new hardware and software applications.

2.47 **INTELLIGENCE SECTION:**
The Intelligence Section includes related task forces, the Intelligence Unit, the Internet Predator Unit, the School Violence Unit, and the Executive Security Unit.

2.48 **INTELLIGENCE UNIT:**
The Intelligence Unit is responsible for criminal intelligence activities, dignitary protection and other specialized investigations.

2.49 **INTERDICTION UNIT:**
The Interdiction Unit is responsible for the enforcement of all local, state, and federal statutes which prohibit the possession, use, or traffic of narcotics and other prohibited substances. The unit strives to impact the flow of illegal narcotics and related currency into and out of the city through proactive interdiction operations focusing on the city’s highways, transportation terminals, and mail system while collaborating with state and federal law enforcement agencies and our partners within the community.

2.50 **INTERNAL AFFAIRS DIVISION (IAD):**
Assigned personnel ensure the integrity of the Denver Police Department through the complete, efficient, and proper investigation of allegations of police misconduct.

2.51 **INTERNET PREDATOR UNIT:**
The Internet Predator Unit is a collaboration between the Denver Police Department and the FBI (the Denver division that investigates cases of internet luring and child pornography). The task force is responsible for the investigation and prosecution of cases involving the possession, distribution, and transportation of child pornography by means of the Internet or electronic communications that violate federal statutes.

2.52 **INVENTORY CONTROL UNIT:**
The Inventory Control Unit is responsible for the maintenance of an inventory control system to include all city-owned property in the custody of the Denver Police Department, as set forth under rules and regulations established by the Office of the Auditor, and pursuant to Executive Orders 24 and 47.

2.53 **INVESTIGATIVE SUPPORT DIVISION:**
The Investigative Support Division consists of the Vice/Narcotics Task Force Section, the Vice/Narcotics Section, the Intelligence Section, the Special Investigations Section, the Gang Section, the Investigative Technology Section, and related task forces.

2.54 **INVESTIGATIVE TECHNOLOGY SECTION:**
The Investigative Technology Section assists in the identification and implementation of new technologies to benefit department operations and service to the community, including the staffing, maintenance and operation of the department’s body worn camera program. The Investigative Technology Section includes the HALO Unit and Technical Electronic Support Unit.

2.55 **JUVENILE SECTION:**
The Juvenile Section processes juveniles arrested for misdemeanors, felonies, and outstanding warrants, and assist officers with the processing of non-status juvenile offenders (e.g., runaways), as needed.

2.56 **LATENT FINGERPRINT UNIT:**
The Latent Fingerprint unit processes evidence in the laboratory for the development of latent prints (including finger, palm, shoe, tire, and tread prints) utilizing powder and chemicals. Once developed and preserved utilizing tape lifts or photography, personnel conduct friction ridge analysis to compare
unknown prints to known (exemplar) prints. Additionally, personnel upload finger and palm prints into the Automated Fingerprint Identification System for regional or national searches.

2.57 LEGISLATIVE LIAISON:
The Legislative Liaison monitors state and local legislation and advises the Chief of Police (through the Deputy Chief of Administration) on its impact to the department. Legislation brought to state and city agencies from within the police department is coordinated by the legislative liaison, with the Chief of Police giving final approval. It is then presented to state government or the mayor's office and city council by the legislative liaison.

2.58 MAJOR CRIMES DIVISION:
The Major Crimes Division investigates serious crimes against persons and consists of the Robbery/Homicide Section, the Sex Crimes/MEP Section, the Domestic Violence/Fraud Section, and the Metro Denver Crime Stoppers Unit.

2.59 MARIJUANA UNIT:
The Marijuana Unit enforces all local and state statutes which prohibit the illegal possession, cultivation, manufacture, or traffic of marijuana and marijuana related products. The unit will accomplish this through a combination of enforcement, public education, partnership with the community and other criminal justice agencies, and training.

2.60 METRO DENVER CRIME STOPPERS UNIT:
Assigned personnel are responsible for the effective operation and promotion of the Metro Denver Crime Stoppers Program. This involves coordination between the Metro Denver Crime Stoppers Program, metro area law enforcement agencies, local media, and the community. Assigned personnel are the designated liaison between citizen tipsters calling on the MDCS hotline and the MDCS Awards Committee.

Metro Denver Crime Stoppers (MDCS) has been serving the community and law enforcement by providing a conduit for anonymous tips provided by the public to assist law enforcement. The MDCS program encourages citizens to provide law enforcement agencies with information relating to unsolved crimes. Tipsters are given the opportunity to remain anonymous when they call the tip line number with information. Cash awards are offered for information which leads to the arrest of a suspect.

2.61 METRO/SWAT SECTION:
The METRO/SWAT Section is comprised of the SWAT and Canine Units. The responsibility of the section is to provide crime suppression and special operations beyond the resources of a patrol district.

2.62 MISSING AND EXPLOITED PERSONS (MEP) UNIT:
The MEP Unit investigates cases of neglected and/or abused children, child deaths (in cooperation with the Homicide Unit), sexual assaults to children when the suspect is in a position of trust, or if the suspect is a family member, child pornography as it pertains to the possession, distribution, and/or manufacturing of photographs, reported runaways, missing persons, kidnappings where the victim is still missing and any investigation where the expertise of the MEP Unit would be useful.

2.63 NEIGHBORHOOD ENFORCEMENT UNIT:
The Neighborhood Enforcement Unit addresses neighborhood traffic complaints and problems. Officers will actively participate with the neighborhood groups, patrol district personnel, city council, other city agencies and schools in their assigned area.

2.64 NIGHT SHIFT UNIT:
The Night Shift Unit investigates suicides, attempt suicides, industrial/accidental deaths (except traffic fatalities), suspicious deaths, known and unknown dead cases and provide investigative support, in general investigative capacity, for members of the department seeking advice or investigative response during their scheduled hours. Personnel assist other investigative units by triaging, processing crime
scenes, and ensuring adequate investigative response to criminal incidents. This includes the completion of search warrants or referrals to the responsible investigative unit.

2.65 **OFFICE OF THE CHIEF OF POLICE:**
The Office of the Chief of Police is responsible for the overall operation of the Police Department.

2.66 **OFFICE OF THE DEPUTY CHIEF OF ADMINISTRATION:**
Under the command of the Deputy Chief of Administration, the office manages a number of administrative and support functions, including the following divisions (Internal Affairs, Administrative Management, Operations Support, Training, Crisis Services), and the Performance Development Unit, the Financial Services Section, and the Planning, Research and Support Section. This bureau also includes one operational division (Airport Police Division).
   a. Limited Duty Coordinator:
      Manages and coordinates sworn personnel who are in a limited duty status.

2.67 **OFFICE OF THE DEPUTY CHIEF OF OPERATIONS:**
Under the command of the Deputy Chief of Operations, the office manages most operational functions within the department, including district stations and the following divisions (Major Crimes, Investigative Support, Special Operations, Forensics and Evidence).

2.68 **OFFICE OF EMERGENCY MANAGEMENT (OEMHS):**
Assigned personnel serve as a liaison and active participant with the City and County of Denver Office of Emergency Management.
   a. Mission:
      OEMHS coordinates with local, state, federal, private, non-profit entities, and community groups to minimize the impact of all potential hazards facing the City and County of Denver. OEMHS strengthens Denver’s preparedness through comprehensive disaster planning, hazard identification & risk assessment, hazard mitigation, protection of critical infrastructure, and enhancement of community preparedness. OEMHS enhances disaster response by managing the Denver Emergency Operations Center and OEMHS Duty Officer Program, to improve interagency coordination and information sharing, resource management, and emergency public information and warning. These activities improve Denver’s ability to recover from a disaster, reducing the time and cost required to return to normal operations, making Denver a more resilient city.
      OEMHS also manages the Denver Urban Area Security Initiative, a federally-funded homeland security program designed to increase the Denver metropolitan area’s capabilities to mitigate, prepare for, respond to, and recover from terrorist events and other major incidents.

2.69 **OPERATIONS SUPPORT DIVISION:**
The Operations Support Division provides a support function focused on processing in-custody juveniles, maintaining the department’s vehicle fleet, tabulating crime statistics, tracking property assigned to the department’s various bureaus and divisions, maintaining computerized personnel records and scheduling, coordinating projects related to police facilities, and the distribution of employee uniforms and equipment. The division includes the Juvenile Section, the Fleet Management Section, the Data Analysis Unit, the Inventory Control Unit, the TeleStaff Coordinator, and the Uniform/Stationery Supply Unit.

2.70 **PAWNSHOP / BICYCLE UNIT:**
The Pawnshop/Bicycle Unit & Bicycle Impound inspects and investigates licensed pawnshops, second-hand stores, and cases involving violations of the Pawn Broker’s Act. The Pawnshop/Bicycle Unit retrieves all pawn tickets daily and recovers stolen property. It is responsible for recovering and storing stolen and abandoned bicycles, filing cases, and assisting in the identification and sale of unclaimed bicycles through the city surplus office.
2.71 **Peer Support Unit:**
The Peer Support Unit provides confidential support, emergency intervention, assessment, and direction to other available resources. The only exception to the rule of confidentiality would be regarding information revealing criminal activity or circumstances leading to, or that could cause self-harm. Officers serving as peer support advisors are required to report such information to the appropriate authority. Members of the Peer Support Unit are volunteers from the Denver Police Department and are trained under the direction of the police psychologist. Contact numbers for unit members are available on the Peer Support Roster posted via DPDWeb and through Denver 911.

2.72 **Performance Development Unit:**
The Performance Development Unit is responsible for administering the Early Identification and Intervention System (EIIS). The unit also coordinates all limited duty issues and assignments.

2.73 **Photo Enforcement Unit:**
The Photo Enforcement Unit is responsible for the management of red light and photo radar enforcement programs.

2.74 **PIO Unit:**
The PIO Unit assists media personnel in covering routine news stories, are available for on-call response to the media, prepare and distribute news releases to the media and the community, arrange and assist at news conferences, assist with media issues related to crisis situations, and coordinate and authorize the release of information concerning departmental investigations and operations.

2.75 **Planning, Research & Support Section:**
The Planning, Research & Support Section is responsible for strategic planning and special studies. The section assists in the preparation of policies and procedures, publication and revisions of the Operations Manual, preparation of studies, reports, surveys, evaluation of new police methodologies and recently developed products, design and maintenance of all department forms, and dissemination of information in response to inquiries from citizens and other agencies. The section also archives documents, coordinates DPDWeb, the department’s external website, PowerDMS, and Workday.

2.76 **Police Garage Unit:**
The Police Garage Unit provides mechanical repairs outside the scope of those completed at the service center, as well as equipment installation and body shop repairs.

2.77 **Police Reserve Unit:**
The Police Reserve Unit’s primary purpose is to assist the police department in completing the police mission and to augment field strength. Reserve police officers are commissioned by the Executive Director of Safety as special officers to serve at the pleasure of the Chief of Police, without pay, and are authorized to carry firearms when acting in their official capacity as reserve police officers on authorized assignments or in accordance with their CCW Permit issued by the Chief of Police.

2.78 **Polygraph Unit:**
The Polygraph Unit personnel are trained with the highly technical and complex instruments and processes of a polygraph examination. Personnel conduct examinations of subjects involved in both criminal investigations and pre-employment screening.

2.79 **Property Management Section:**
The Property Management Section receives, catalogs, and maintains personal and evidentiary property coming into the possession of any officer or agent of the Denver Police Department.

2.80 **Prosecution Liaison:**
Responsibility for reviewing documentation related to pending criminal cases, to ensure that prosecutors have the information necessary to make an appropriate charging decision. If the Prosecution Liaison
determines that additional information is needed, they will be responsible for gathering that information and adding it to the case file.

2.81 **PUBLIC AFFAIRS SECTION:**
The Public Affairs Section actively liaisons with the media in matters of department-wide and community concern. The section functions as the spokesperson for the Chief of Police and the department by providing news media and the community with information on department operations, as well as managing social media and video production. The Public Affairs Section includes the Legislative Liaison, Social Media Coordinator, PIO Unit, and the TV/Video Coordinator.

2.82 **PUBLIC NUISANCE ABATEMENT UNIT:**
The Public Nuisance Abatement Unit coordinates, oversees and implements ordinances relating to nuisance abatement. Personnel focus the enforcement tasks from a variety of city agencies, including the police department, at target locations to include real property and vehicles.

2.83 **QUALITY ASSURANCE UNIT:**
The Quality Assurance Unit maintains the laboratory’s International Organization of Standards (ISO) requirements. In accordance with established forensic standards, the QA Unit ensures excellence of the sciences completed by each forensic unit per national and international standards. Additionally, the unit maintains all records relating to operations within the Forensics and Evidence Division.

2.84 **RECRUITMENT UNIT:**
The Recruitment Unit is responsible for seeking qualified applicants to test with the Denver Civil Service Commission for entry and lateral officer positions. To complete this objective, the Recruitment Unit focuses on maintaining a presence within the community and developing community partnerships and efficient methods to communicate with potential applicants. While being highly knowledgeable in matters affecting recruitment, the unit is also a resource for those interested in seeking employment with the Denver Police Department.

2.85 **ROAD RAGE UNIT:**
The Road Rage Unit is responsible for reducing the incidence of aggressive driving, road rage, traffic accidents, as well as fatal and critical accidents occurring on the interstate system.

2.86 **ROBBERY/HOMICIDE SECTION:**
The Robbery/Homicide Section includes the Business Robbery Unit, Homicide Unit, Cold Case Unit, Night Shift Unit and Safe Streets Task Force.

2.87 **RECORDS UNIT:**
The Records Unit process and retain documents related to incidents officially reported to the police department. General Occurrence reports, Traffic Accident reports and other reports related to services provided by the police department are managed in this unit.

a. Pawnshop records are located within the Records Unit. Pawnshop records are maintained on all items received by pawn shop dealers and second hand-stores in the City and County of Denver; stolen items listed in General Occurrence reports; wanted files on lost or stolen property; and persons who buy or sell valuable articles, such as precious or semiprecious metals or stones.

b. Personnel complete computer data entry for non-electronic General Occurrence and accident reports, supplementary reports, and street checks.

c. The Records Unit enters auto theft records into NCIC/CCIC, and completes all other case file scanning (except for adult and juvenile arrests).

2.88 **SCHOOL VIOLENCE UNIT:**
The School Violence Unit coordinates department activities and investigations between various investigative units, command personnel, school security and the Denver Public School District.
2.89 **SECONDARY EMPLOYMENT COORDINATOR:**
The Secondary Employment Coordinator is responsible for assuring that secondary employment performed by department members is in accordance with department policy.

2.90 **SERVICE CENTER UNIT:**
The Service Center Unit provides minor preventive maintenance service and repairs including but not limited to oil changes, tire replacement, emission testing, low mileage PMC vehicular maintenance services and vehicle washes.

2.91 **SEX CRIMES SECTION:**
The Sex Crimes Section includes the Sex Crimes Unit, Missing and Exploited Persons (MJEP) Unit, and Sex Registration Unit.

2.92 **SEX CRIMES UNIT:**
The Sex Crimes Unit investigates all sex-related crimes involving non-position of trust victim(s)/suspect(s), all burglary/sexual assault cases, all kidnapping or attempted kidnapping cases involving juvenile victim(s), all stranger-to-stranger sexually motivated child abductions, all child enticement cases, police impersonation cases and harassment cases which are sexual in nature.

2.93 **SEX REGISTRATION UNIT:**
The Sex Registration Unit maintains and assists convicted sex offenders with registration compliance, educating the public about personal safety precautions, and training designated law enforcement on registration, notification, verification, and community education procedures. The unit assists with any investigation of noncompliant sex offenders, including locating noncompliant and absconded sex offenders and issuing warrants for failure to register of noncompliant offenders.

2.94 **SOCIAL MEDIA COORDINATOR:**
The Social Media Coordinator manages and maintains the department’s social media efforts.

2.95 **SPECIAL EVENTS UNIT:**
The Special Events Unit plans and coordinates all special events, parades, presidential or dignitary appearances, and other events where vehicular and pedestrian traffic management requires police assistance.

2.96 **SPECIAL INVESTIGATIONS SECTION:**
The Special Investigations Section includes the Fugitive Unit, Public Nuisance Abatement Unit, and Rocky Mountain Safe Streets – Fugitive Location and Apprehension Group (FLAG).

2.97 **SPECIAL OPERATIONS DIVISION:**
The Special Operations Division includes the Traffic Operations Section, METRO/SWAT Section, the Bomb Unit, Air Support Unit, Explosive Detection K-9 Unit, and the Office of Emergency Management.

2.98 **SWAT UNIT:**
The SWAT Unit is comprised of officers trained in special weapons and tactics to handle barricaded persons, with or without hostages; civil disorders; VIP security; and the service of all high-risk warrants. At the direction of the Deputy Chief of Operations or Commander of Special Operations, personnel may be assigned to saturation patrol and other special assignments.

2.99 **TECHNICAL ELECTRONIC SUPPORT UNIT (TESU):**
The Technical Electronic Support Unit is responsible for assisting in the identification and implementation of new technologies to benefit department operations.

2.100 **TELESTAFF COORDINATOR:**
The TeleStaff Coordinator maintains the TeleStaff program, creates reports, provides daily support to individual officers and helps administer the TeleStaff Server. To protect personal information, the
coordinator helps ensure that information in the database is secure. Additional duties include software enhancements and report design/creation.

2.101 TRAFFIC INVESTIGATIONS UNIT (TIU):
The Traffic Investigations Unit conduct investigations pertaining to fatal and serious injury traffic accidents, hit, and run accidents, police fleet accidents, police pursuits involving accidents, incomplete accident reports, and other traffic related matters requiring investigative follow-up.

TIU personnel obtain warrants and file appropriate felony and misdemeanor charges resulting from the follow-up investigations. Personnel are also responsible for the processing, supervising and filing of Driving under the Influence (DUI) cases. They perform necessary equipment testing and provide expert testimony in court on the operation of the intoxilyzer, and maintain records pertaining to DUI arrests.

2.102 TRAFFIC OPERATIONS SECTION:
The Traffic Operations Section is responsible for the management of vehicular and pedestrian traffic throughout the city, including enforcement of traffic laws on streets and highways, investigation of traffic accidents and traffic related crimes and incidents, investigation of hazardous material incidents; regulation of the transportation of hazardous materials, hazardous material carriers and other commercial carriers, and the management of special events that require specialized traffic control.

2.103 TRAINING DIVISION:
The Training Division consists of the Academy Unit, Firearms Unit, Recruitment Unit, Peer Support Unit, and Reserve Unit.

2.104 VOLUNTEER UNIT:
The Volunteer Unit manages volunteers from throughout the local community as a means of supplementing department operations. Community members are screened, trained, and assigned to assist with a variety of department functions, giving the department an additional resource and private citizens the opportunity to give back to their community.

The Coordinator of the Volunteer Unit also oversees the Denver Police Chaplains Unit, an organization of volunteer clergy which serve at the pleasure of the Chief of Police. The unit is directed by the established Chaplains Operations Manual, providing voluntary spiritual and emotional guidance and counseling to all members of the Denver Police Department (sworn and civilian) and their families. Police chaplains also help with the overall community policing effort.

2.105 TV / VIDEO COORDINATOR:
The TV/Video Coordinator produces professional videos to highlight department efforts, safety programs, events, and recruitment.

2.106 UNIFORM/STATIONERY SUPPLY UNIT:
The Uniform/Stationary Supply Unit is responsible for the requisition, storage, and allocation of issued uniforms and equipment to department personnel. The unit is responsible for the requisition and storage of necessary expendable stationery supplies.

2.107 VICE/NARCOTICS SECTION:
The Vice/Narcotics Section includes the Marijuana Unit, Interdiction Unit, Vice Unit, Excise and License Unit, and Safe Streets – Innocence Lost Task Force.

2.108 VICE/NARCOTICS TASK FORCE SECTION:
The Vice/Narcotics Task Force Section is comprised of three multi-agency task forces, staffed by local, state, and federal law enforcement officers.

2.109 VICE UNIT:
The Vice Unit enforces all local and state statutes related to prostitution, liquor licensed establishments, gambling and the illegal possession or sale of narcotics or other prohibited substances.
2.110 **Victim Assistance Unit:**

The Victim Assistance Unit provides 24-hour on-scene crisis response when required or necessary for crimes investigated by the Denver Police Department as well as non-criminal incidents that result in a DPD response, including stark misfortune (e.g., natural death, suicide, traffic fatality, child death, human-made or natural disaster, etc.). Personnel also aid, support and provide referrals to crime victims, witnesses and their families, and liaison between the police department, community organizations and victims.
3.00 **GENERAL DUTIES AND RESPONSIBILITIES OF ALL SWORN PERSONNEL**

**IN THE PERFORMANCE OF THEIR DUTIES, ALL DENVER POLICE OFFICERS WILL:**

3.01 **AUTHORITY:**

Have authority as a peace officer, stipulated in Colorado Revised Statute 16-2.5-101, whether on- or off-duty. Exceptions are an officer who has been relieved of duty by the Chief of Police (or designee), or other laws specifically limiting police authority or actions. Police officers are always subject to orders from a supervisory officer. Officers may request through Denver 911 that the matter be handled by on-duty officers, but will take such police action as may be required prior to the arrival of on-duty officers. See D&R 3.32.

3.02 **DEPARTMENT RULES, REGULATIONS, DIRECTIVES AND ORDERS:**

Study and/or understand, and comply with department rules and regulations, the operations manual, applicable directives, procedures, and issued orders. Officers will:

b. Study and have considerable knowledge of city ordinances; as well as state and federal laws which they may be required to enforce.
c. Obtain the assistance of their supervisory officer in the interpretation of any action that is not clearly understood.
d. Be well informed about the rules, regulations, procedures, and duties governing their specific assignments.

3.03 **PRIMARY FUNCTION:**

Preserve the peace, protect life and property, prevent crime, apprehend criminal suspects, recover lost or stolen property, enforce criminal and traffic ordinances and regulations of the City and County of Denver and the laws of the State of Colorado in a fair and impartial manner, and uphold the Constitution of the United States of America. The responsibility to make a forcible arrest and perform other necessary physical tasks is a specific duty and responsibility of each officer, regardless of rank and/or assignment, and regardless of the frequency upon which an officer is called upon to perform such physical tasks.

3.04 **SERVING THE PUBLIC:**

Serve the public by direction, counsel, and in other ways that do not interfere with the discharge of their police responsibilities. Officers will respect and protect the rights of individuals and perform their services with honesty, zeal, courage, discretion, fidelity, fairness, and sound judgment.

3.05 **IMPARTIAL ATTITUDE:**

In the performance of all phases of police work, a positive, impartial attitude must be displayed. Personal interest in cases should not be indicated other than that necessary to successfully carry out the “Police Mission.” Impartial attitudes are of special importance in the following matters:

a. Court appearances, verdicts, and procedures.
b. Labor management disputes.
c. Neighborhood disturbances.
d. Racial issues.
e. Accident investigations.
3.06 COURTESY:
At all times be courteous and civil to the public and to one another. Officers will be orderly, attentive, respectful, and will exercise patience and discretion in the performance of their duties.

3.07 REPORTING CRIMES AND SIGNIFICANT EVENTS:
Report all crimes, significant incidents, and other information of concern coming to their attention. They will not repress, conceal, or distort the facts of any such incident. Officers will take appropriate action based on information communicated to them, and will complete required reports and make appropriate notifications, either within the department or to an outside entity.
- Officers will make reports promptly and in the manner prescribed by reporting procedure. They will not make a false report, either orally or in writing. Officers who receive assistance from any other officer on a case to which they are assigned will note the assistance on their reports.

3.08 REPORTING A POLICE EMERGENCY:
Officers will immediately report a police emergency coming to their attention to the police dispatcher.

3.09 INJURING PERSONS OR DAMAGING PROPERTY:
Notify the Civil Liability Section, through the chain of command, if they injure a person or damage any property. Personnel will also notify a supervisor and follow all reporting requirements.

3.10 LEAVING THE CITY AND COUNTY OF DENVER:
Not go outside the City and County of Denver, or drive or take departmental equipment outside the City and County of Denver except:
a. In cases of fresh pursuit.
b. When sent by proper authority on the request of the sheriff or chief law enforcement officer having jurisdiction.
c. When there appears to be an emergency and urgent need for assistance.
d. When authorized by a supervisory officer.

3.11 LEAVING GEOGRAPHIC AREA OF RESPONSIBILITY:
If applicable by assignment or supervisory direction, not leave their general geographic area of responsibility, except when:
a. Related to necessary performance of official police duty.
b. Authorized by their supervisor (they will advise their supervisor or commanding officer as to the time of departure and return, and the nature of the business).
c. On an authorized break and in close proximity to their general geographic area of responsibility.
d. Directed by their supervisor.

3.12 VERBAL REPORTS OF CONSEQUENCE:
Confirm verbal reports of consequence by completing written communications before going off duty.

3.13 PERFORMANCE OF DUTIES:
Thoroughly acquaint themselves with the duties of the office, position, and assignment which they hold and properly perform such duties. In cases of neglect, failure or inability to perform their duties, officers may be subject to disciplinary action.

3.14 MAINTAINING HIGHEST STANDARD OF EFFICIENCY AND SAFETY:
Carry out department functions and coordinate their efforts in such a manner as will establish and
maintain the highest standard of efficiency and safety.

3.15 **PERFORMANCE IN TIME OF PERIL:**
Perform their duties with firmness and determination. In time of peril, they will act together, assisting each other in the restoration of peace and order in the enforcement of the laws and apprehension of offenders.

3.16 **TAKING APPROPRIATE ACTION ON REPORTS, INQUIRIES AND COMPLAINTS:**
Take appropriate action on reports, inquiries and complaints, except when circumstances make it necessary for them to immediately act on another urgent matter, report the matter, or refer the complainant to a more suitable unit or agency. Officers will fulfill proper requests for information or assistance, or aid persons by obtaining the requested information or assistance. Officers will avoid giving the impression they are evading their duty, or are disinterested in the problems of persons who are referred elsewhere for service. Officers will not belittle a seemingly trivial request, complaint, or piece of information, but will always thank the complainant or informant, regardless of the value of the information received.

3.17 **CRIMES, DISORDERS, ACCIDENTS, AND OTHER SITUATIONS REQUIRING POLICE ATTENTION:**
Act promptly, with energy, firmness, and decisiveness at the scene of crimes, disorders, accidents, and other situations requiring police attention, in dealing with suspects, and in completing their assignments. When the police purpose might be jeopardized by delay, appropriate immediate action will be taken, even though the incident would ordinarily be addressed by a different officer or division. All officers, regardless of rank or assignment, will maintain themselves in such physical and mental condition as is necessary to take immediate action when required.

3.18 **TEMPORARY POSITIONS OUTSIDE THE DENVER POLICE DEPARTMENT:**
Adhere to the rules, regulations, duties, and procedures outlined in the operations manual when assigned to temporary positions outside the Denver Police Department.

3.19 **OCCASIONAL ASSIGNED DUTIES:**
Perform such other duties as may be occasionally assigned by their supervisor or commanding officer. The duties set forth in the manual for various department positions will not be considered all inclusive.

3.20 **ACCESS TO DEPARTMENT RECORDS:**
Not have access to department records and report files unless authorized.

3.21 **PROPERTY AND EVIDENCE:**
Ensure property and evidence is handled according to policy.

3.22 **POLICE LIBRARY:**
Return to the police library at the police academy all checked-out material within the prescribed time.

3.23 **COMPLETING ASSIGNED TOUR OF DUTY:**
Complete their assigned tour of duty unless excused or relieved of duty by a supervisor or command officer.

3.24 **OBEYING LAWFUL ORDERS OF RANKING OFFICERS AND POLICE DISPATCHER:**
Obey, issue, and enforce the lawful orders of ranking officers, and promptly answer and execute orders given by a police dispatcher. Officers who receive such an order and doubt its legitimacy will carry out the order and then contact their supervisory officer, explaining the circumstances. Supervisors and commanding officers may countermand a dispatcher’s orders. They will perform all duties required of them by ranking officers, whether such duties are specifically assigned to them by departmental rules and regulations, the operations manual, or written directives.

3.25 **OFFICERS RESPONSIBLE TO ONE SUPERVISORY OFFICER:**
As a general rule be required to take direct orders from and be directly responsible to one supervisory officer. Supervisory officers, however, will exercise direct command over officers lower in grade outside
their usual command in all situations where the police purpose or the reputation of the department is jeopardized.

3.26 **Senior Officer Assuming Responsibility:**
In unusual or emergency situations where a supervisory officer is not present, the senior officer present or assuming responsibility by radio or other communication is in charge.

3.27 **Conflicting Orders Issued by a Ranking Officer:**
When given an order conflicting with any previous order issued by any other ranking officer, or with any departmental order or provision of the operations manual, the officer to whom such order is issued will respectfully call attention to the conflicting order. If the ranking officer giving the order does not make changes to resolve the conflict, the order will stand and responsibility will be his or hers. The officer obeying the order will not be held responsible for disobedience of the prior order. It is sufficient for him/her to know that the person giving the order is in proper command. Should any lawful order appear unjust or improper to the officer to whom it is directed, he/she will carry out the instructions first, and afterward may call the matter to the attention of his/her commanding officer.

3.28 **Orders to Be Carried Out to the Degree Possible:**
When given any order or directive by a supervisor which, by its nature or by mitigating circumstances, cannot be carried out will be complied with insofar as possible and a report of the circumstances will be made (in writing when appropriate) to the supervisor from whom it was issued as soon as practical.

Nothing in this procedure will be interpreted to exempt any member from taking appropriate police action in the face of an emergency.

3.29 **Chain of Command:**
Follow the chain of command except in emergencies or circumstances where informal communications do not interfere with or disregard supervisory and command authority.

3.30 **Reporting for Duty:**
Report in person to their assignment at the beginning of their tour of duty and at such hours as may be designated by their commanding officer, unless excused by proper authority. When authorized duties prevent reporting in person, they will report by phone or other method approved by their supervisor at the time of arrival and departure.

3.31 **Temporary Supervisory Position (Acting Assignments):**
When assigned, serve in a temporary supervisory position (acting assignments):

a. Acting assignments will be made only when essential to the functioning of a bureau, division, district, section, or unit to have an officer with full supervisory or command authority immediately available for an entire shift to perform supervisory or command functions.
   1. Acting assignments will not be made when sufficient supervisors assigned to the bureau, division, district, section, or unit are working and can be called upon when necessary.
   2. Division and district commanders are responsible for ensuring that acting assignments are made only when necessary.

b. Acting assignments can only be authorized by commanders and/or captains/CS directors. Authority to make an urgent temporary acting sergeant assignment may be delegated to lieutenants.

c. An officer will temporarily be vested with all the authority and responsibilities of the supervisor, but the acting officer will not interfere with, countermand, or modify the orders previously issued by the supervisory officer, except in emergency.

d. An officer so assigned, when called upon to affix their signature to any official paper or report, will use their temporary official title.

e. Any officer temporarily assigned to a rank higher than that which he/she currently holds will be
compensated at the rate of pay of the higher rank for the time he/she is assigned and assumes
the duties of the higher rank.

f. Officers may be temporarily assigned to a rank or assignment no more than one step higher than
their current rank with the following exceptions:
1. A district or division commander may, with the approval of his/her deputy chief, assign a
lieutenant to the position of acting commander in his/her absence.
2. A deputy chief may, with the approval of the Chief of Police, assign an officer holding the
civil service rank of lieutenant, captain, or commander to the position of acting deputy
chief in their absence.

g. Any officer who, for a period of four (4) hours or more is temporarily assigned by his/her
supervisor to a rank higher than what the officer currently holds and assumes the duties of that
higher rank will be compensated at the rate of pay of the higher rank for the entire duty shift in
which he/she is so assigned. If during the period of temporary assignment, the officer works
overtime, the officer will receive the overtime rate of pay at the officer’s existing pay rate.

h. Officers will receive acting pay for those days when they are physically present at work, but will
not receive acting pay for those days on which they are on special assignment, on an excused
day or regular day off.

i. Acting assignments will be properly entered and approved in TeleStaff.

3.32 Off-Duty Actions:

When off-duty, officers should use discretion in exercising police authority to make an arrest or direct the
actions of other persons. Considerations include the availability of qualified assistance or
communications to summon assistance (cell phone, radio, etc.), access to critical equipment, the threat to
public safety if intervention does or does not occur, whether the officer is armed, persons present who
may interfere, resist or assault the officer, and the serious or minor nature of the incident or crime.

a. When considering intervention:
1. If there is a reasonable and viable alternative, officers should refrain from taking
enforcement action when out of uniform. Calling 911 or using a radio to summon
uniformed officers and serving as a good witness rather than intervening (unless
someone’s life or personal safety is at risk) may be appropriate.
2. If intervention or taking a police action is necessary, when possible and practical officers
should call 911 or use a police radio to alert other police officers to their presence and
situation. Officers should indicate whether they are armed, and provide a physical and
clothing description (uniform or description of plain clothes).
3. When taking a police action in plainclothes, officers should display their badge
prominently; especially when their weapon is drawn and visible (when practical keep the
badge close to the firearm).
4. Officers should communicate frequently their identity as a police officer in a loud and
clear voice.

b. When confronted by uniformed officers, the off-duty officer will:
1. Obey the commands of the challenging officer, including a command to drop their
weapon. Do not make any movement without permission of the challenging officer;
regardless of their rank or position. The responding uniformed officer is in command.
2. Assume all commands are addressed to both the suspect and yourself. Officers should
lock themselves in position and not move.
3. Resist the natural tendency to turn towards the voice that is confronting them, as even
the turn of their head may cause their weapon to move, thus causing the confronting
officer to feel threatened.
4. Use their voice to identify themselves loudly and clearly as a police officer.

c. Challenging officers will:

1. Make clear and audible commands to all individuals present. If necessary, direct commands to specific individuals by addressing them by their physical description.

2. Recognize that the person who appears to look like a criminal suspect may well be a police officer.

3. When possible and practical, use cover. With cover, officers may have more time to identify a person as an off-duty police officer taking a police action.

4. Broaden their focus from the gun. Listen, look, and analyze a wide array of clues to understand the situation quickly.

3.33 Nothing in this procedure will be construed as superseding command and supervisory authority vested in the divisional command.

4.00 GENERAL DUTIES AND RESPONSIBILITIES OF SUPERVISORY OFFICERS (SWORN RANK OF SERGEANT OR HIGHER)

Some of the following duties and responsibilities are not applicable to all supervisory officer assignments.

In addition to the duties of sworn officers (applicable functions may appropriately be handled by, or delegated to lower level ranks). Supervisory Officers will:

4.01 ACCEPT RESPONSIBILITY IN MATTERS NOT COVERED BY HARD AND FAST RULES OF PROCEDURE.

4.02 RESPONSIBILITY FOR SUBORDINATES:

Be responsible to their immediate supervisor for the general conduct, efficiency, performance of police duties, and all aspects of police service rendered by their personnel. They will have immediate control of personnel under their supervision and are responsible for their personal appearance, the condition and appearance of their uniforms and equipment, and maintaining respect and discipline.

4.03 COMPLIANCE WITH DEPARTMENT POLICIES AND SETTING AN EXAMPLE:

They will comply with department policies and set an example in sobriety, dignity, courtesy, discretion, initiative, industry, diligence, truthfulness, courage, professional appearance, attention to duty, and the observance of proper discipline.

4.04 RESPONSIBLE FOR PROPER EXECUTION OF ORDERS BY PERSONNEL:

Be responsible for the proper execution of orders by their personnel. The fact that an order has been given is not acceptable as an excuse when that order is not carried out by a subordinate.

4.05 EXERCISING DIRECT COMMAND OVER LOWER RANKING OFFICERS OUTSIDE USUAL COMMAND:

Exercise direct command over lower ranking officers outside their usual command in all situations where the purpose or reputation of the department is jeopardized, but will not unnecessarily give orders to personnel not assigned to their command. Whenever orders that are given are important or require the subordinate receiving them to leave their regular post or assignment, the supervisory officer giving the orders will, as soon as practicable, inform the employee’s immediate supervisor or commanding officer.

4.06 WILLFUL NEGLECT OF DUTY OR MISCONDUCT BY EMPLOYEES OUTSIDE THEIR COMMAND:

Bring to the attention of the involved employee’s supervisor if they observe or are informed of any willful neglect of duty or misconduct by an employee not assigned to their command. When the reputation of the department or best interests of the community requires immediate action, supervisory officers will take necessary corrective action and then notify the employee’s immediate supervisor or commanding officer at the earliest possible time. The officer’s immediate supervisor or commanding officer will immediately investigate and take appropriate action.

4.07 NOT PERFORMING DUTIES ASSIGNED TO SUBORDINATE:
Not perform the duties regularly assigned to a subordinate employee when the employee is available to
perform them; however, regardless of rank they will take proper action in police matters coming to their
attention.

4.08 **ADVISING AND INSTRUCTING PERSONNEL:**
Familiarize themselves with the operations manual, procedures, directives, rules and regulations, city
ordinances, and state and federal laws to competently advise and instruct personnel in the proper
performance of their duties. Supervisors will serve as a resource and when appropriate, instruct officers
in the application of the operations manual, information provided in training bulletins and directives, the
laws of arrests and evidence, and in the appropriate application of force. Supervisors will assist and
instruct officers under their supervision in the proper discharge of their duties.

4.09 **ENSURING EMPLOYEES COMPLETE REQUIRED REPORTS:**
Ensure that employees reporting to them complete all required reports promptly, accurately, thoroughly,
on the correct templates or forms, and properly route them. As often as is practicable, supervisors will
examine reports, records, and daily logs (if applicable) of their officers to ensure proper records are made
of all police matters reported to them.

4.10 **REQUESTS FOR TRANSFER, GRIEVANCES OR SUGGESTIONS:**
Forward immediately through channels all written communications from assigned employees requesting a
transfer or containing a grievance or suggestion.

4.11 **DUTY ASSIGNMENTS ON PERSON:**
If applicable by assignment, carry on their person while on-duty, the duty assignment of each employee
immediately reporting to them.

4.12 **PROMOTING APPROPRIATE ENVIRONMENT:**
Promote and maintain an environment of positive morale, harmony among ranks, commitment to the
department’s mission and esprit de corp.

4.13 **EXERCISING AUTHORITY:**
Exercise their authority with kindness, firmness, justice, fairness, respect, and reason.

4.14 **MERITORIOUS SERVICE BY SUBORDINATES:**
Submit to their immediate supervisor a factual report of meritorious service on the part of an employee
who reports to them. See OMS 503.03.

4.15 **STARTING TOUR OF DUTY:**
When starting their tour of duty, familiarize themselves with new policies, issues, and relevant information
items.

4.16 **PUNCTUAL ATTENDANCE OF SUBORDINATE PERSONNEL:**
Be responsible for the punctual attendance of all personnel within their command and will ensure that
officers input all required records into the TeleStaff program (e.g., days worked, days off, overtime, court
time, sick time, etc.)

4.17 **ASSISTING WITH CASES:**
Assist personnel when necessary in the preparation of cases moving through the criminal justice system.
When in doubt as to law, procedure, or status of a case, supervisory officers will consult with suitable
authority.

4.18 **PREPARING PERFORMANCE EVALUATIONS:**
Prepare performance evaluations for each of the officers under their direct supervision at such intervals,
and upon such form, as may be required by the Chief of Police.

4.19 **REPORTING IMPORTANT MATTERS TO SUPERVISOR:**
Call all matters of importance to the attention of their immediate supervisor or commanding officer.
4.20 **Informing Oncoming Supervisor:**
If applicable by assignment, prior to completing their tour of duty, inform the supervisory officer coming on duty of any significant event.

4.21 **Gatherings of Large Numbers of Persons:**
Strive to be fully and accurately informed of meetings and gatherings likely to attract large numbers of persons, and take such steps as may be necessary to ensure proper police service at such assemblages.

4.22 **Treatment and Welfare of Arrestees / Detainees:**
Be responsible for the treatment and welfare of persons in their custody. Under no circumstances will they cause or knowingly permit inappropriate force to be used against arrestees / detainees by employees who report to them.

4.23 **Arrestees in Need of Medical Attention:**
When aware of an arrestee in need of medical attention, they will take steps to make it available at the earliest reasonable and practical time.

4.24 **Investigation of Misconduct:**
Investigate or cause to be investigated, all complaints of misconduct, incompetence, neglect of duty, or violations of department policy or rules and regulations on the part of employees within his/her immediate command as specified in OMS 503.01. Supervisory officers will ensure that all evidence relating to alleged violations is discovered and properly documented. They will also report to their immediate supervisor, ineffective personnel detailed to their command. This report will include recommendations as to the action to be taken. Minor single event subordinate performance or behavior issues not rising to the level of a policy violation may be addressed by supervisory officers without requiring a written report.

4.25 **Presence at Roll Call:**
If applicable by assignment, be present at the regular roll call of personnel and inform them of all special duty assignments, orders, and instructions to ensure all duties are performed and orders carried out unless otherwise directed. When assigned as commanding officer or acting in that capacity, they may delegate this responsibility to a lower ranking officer.

4.26 **Patrolling Geographic Area:**
If applicable by assignment and when time and circumstances permit, patrol their geographic area of responsibility to:

a. Be informed of relevant public safety issues
b. Determine whether police duties are being properly performed.
c. Ensure the efficient handling of all calls for service directed to them and officers under their supervision.

4.27 **Responsibility While in Presence of Higher Ranking Officer:**
Not be relieved from responsibilities and duties regularly assigned to them when in the presence of another officer with higher authority. In such instances they will assist and supervise personnel under the direction of the officer in command.

4.28 **Inspection of Personnel and Equipment:**
Make a careful inspection of officers under their supervision, together with all vehicles and other department equipment assigned to their use, to ensure they are properly uniformed (if applicable by assignment) and equipped for duty. If any are found improperly uniformed, equipped, or unfit for duty, such fact will be reported at once to their immediate supervisor.

4.29 **Observation of Activities and Officers:**
Routinely observe and follow up the activities of officers under their supervision.

4.30 **Officers to Be Available for Calls:**
If applicable by assignment, ensure that officers are in-service, available for calls and communication by radio, and not unnecessarily stationary.

4.31 **OFFICER ABSENCE / FAILING TO REPORT:**
Make diligent investigation into the cause of an officer being absent from their geographic or facility assignment, or who fails to report regularly. Supervisors will promptly report the results to their commanding officer.

4.32 **RESPONSE TO CRITICAL INCIDENT AND EMERGENCIES:**
If applicable by assignment, respond when appropriate to any critical incident or emergency occurrence of a serious or unusual nature within their geographic or functional area of responsibility. A responding supervisor will assume command unless other personnel with higher authority or geographic / functional responsibility are in command. Supervisors will, when appropriate, notify their commanding officer at the earliest reasonable time. Supervisors will, if necessary, arrange for assistance according to procedures in the Emergency Procedure Plan.

4.33 **OFFICERS DETAILED TO PUBLIC GATHERINGS, SECURITY AND SPECIAL DUTIES:**
If applicable by assignment, when time and circumstances permit, visit and pay particular attention to all officers under their supervision or area of responsibility detailed to public gatherings, security and other special duty as often as practicable. Whenever practical, sergeants will make necessary provisions for the relief of such personnel when the length or nature of the detail is such that unreasonable personal discomfort would result if relief were not given.

4.34 **CONTACTING OFFICERS DURING TOUR OF DUTY:**
If applicable by assignment and when time and circumstances permit, routinely contact all officers under their supervision while they are handling calls, during each tour of duty. Supervisors will observe the manner in which their officers respond to and handle calls for service, noting their degree of promptness, efficiency, professionalism, and competence.

4.35 **EMPLOYEES OUT OF CONTACT:**
When an employee is out of contact without good reason, or there are unusual or extended requests for being out of service, supervisors will investigate and report the results to their immediate supervisor.

4.36 **WORK HOURS:**
Work identical hours, and/or shifts with officers and employees who report to them, unless otherwise authorized by their commanding officer.

4.37 **PATROL FUNCTIONS:**
Devote their duty time to patrol functions, supervising the activities of lower ranking officers when time and circumstances permit, and if applicable by assignment. Exceptions to this rule may be designated by their immediate supervisor.

4.38 **DISPOSITION OF OFFICERS GOING OFF DUTY:**
If applicable by assignment, be responsible for the disposition of all officers scheduled to go off duty. They will ensure that all officers are accounted for, and if any irregularities are noted, take immediate steps to locate such personnel. If an officer is unaccounted for, a supervisor will also:

a. Notify superior officers.
b. Notify supervisors of the oncoming shift (if applicable).
c. Ensure other appropriate measures and notifications are made.

4.39 **OVERTIME USE:**
Be responsible for the discretionary use of overtime. Officers assigned to a call for service at the end of their tour of duty that requires considerable time to complete, will be relieved by the oncoming shift when such action will not jeopardize the proper completion of the call.
4.40 **ADVERSE REPORTS ON OFFICER UNDER THEIR SUPERVISION:**
When appropriate, document in writing to their immediate supervisor adverse reports on any officer under their supervision. When deemed appropriate, any investigative or corrective actions will be forwarded by the district or division commanding officer through channels to the Chief of Police.

4.41 **ASSISTING POLICE TRAINING OFFICERS:**
Assist police training officers (PTO), regarding the evaluation of probationary officers and the preparation of their performance reports, if necessary and if applicable by assignment.

4.42 **ASSISTING SUPERVISORS WITH PROBATIONARY PERFORMANCE EVALUATIONS:**
If applicable by assignment, assist other district supervisors with performance evaluations of each probationary police training officer.

4.43 **SECONDARY EMPLOYMENT IN TELESTAFF:**
Periodically review TeleStaff to be informed of secondary employment police work performed by their subordinates to ensure that officers are in compliance with OMS 114.00, Employment outside the Police Department. Supervisors will ensure that officers and employees update TeleStaff to reflect current addresses and phone numbers.

4.44 **IDENTIFYING AND ADDRESSING SUBORDINATE PERFORMANCE DEFICIENCIES:**
Continuously examine areas of the police operation under their purview and assume the duties and obligations of their rank in taking proactive measures to identify performance deficiencies of personnel under their command.

Proactively develop and implement effective interventions to correct subordinate performance or behavioral issues or problems and initiate disciplinary action when appropriate. Unless mandated by policy, a supervisory officer must not look to higher authority to take corrective action when performance deficiencies are detected. They will monitor the Early Identification and Intervention System (EIIS) and identify subordinate personnel under their supervision who exhibit performance or behavior contrary to the mission, vision, values, goals, policies or procedures of the department.

Options to address deficiencies include but are not limited to performance plans, informal investigations and journal entries.

4.45 **SUBORDINATE TRANSFERS:**
Upon transfer of a subordinate to a new assignment, the previous supervisor will ensure that sufficient information, including but not limited to written documentation, PAS reviews, performance improvement plans, and other pertinent information is provided to the new supervisor for successful completion of improvement processes.

4.46 **INAPPROPRIATE FAMILIARITIES WITH SUBORDINATES:**
Not indulge in inappropriate familiarities with subordinates.

4.47 **LAXITY AND INDIFFERENCE BY SUBORDINATES:**
Not permit laxity and indifference to be shown by their personnel in the performance of their duties.

4.48 **SERVICE OF SUBPOENAS:**
When the responsibility is delegated to them, ensure that prompt personal service and proper returns are made on all applicable summonses, subpoenas, writs, and other official papers. They will direct personnel under their supervision to access and use the on-line subpoena system for all subpoenas not personally delivered or served.
RANK AND ASSIGNMENT SPECIFIC

6.00 DUTIES AND RESPONSIBILITIES OF PATROL OFFICERS

In addition to the duties of all sworn officers, patrol officers will:

6.01 CARRYING OUT DEPARTMENT FUNCTIONS:

Be responsible for carrying out the functions of the department and will constantly direct their best efforts to accomplish that end intelligently and efficiently, in readiness at all times to answer calls for service.

6.02 RESPONSIBILITY FOR ASSIGNED AREA:

a. Be held accountable for the good order of the district, precinct, or post to which they have been assigned. They will give their whole attention to their duties at all times.

b. Thoroughly familiarize themselves with their district or precinct, learning the location of streets, alleys, businesses, residential areas, parks, and various other locations and points of interest.

c. Familiarize themselves with people on their post and in their precinct. When possible, they will develop positive relationships and become informed of criminal activity and other issues affecting the community’s quality of life. They will familiarize themselves with the varied activities of their post or precinct as a means of recognizing unusual or suspicious activity, and will investigate such incidents accordingly.

d. When available time and circumstances permit, continuously patrol throughout their precinct or post as often as possible, giving particular attention to and frequently rechecking locations where the crime rate is elevated.

e. To the degree possible, will not patrol their precinct or post according to any fixed route or schedule, but will alternate frequently and backtrack in order to be in a location least expected.

f. Remain in their respective posts or precincts until fifteen minutes before the end of their shift.

6.03 POLICE MISSION:

Accomplish the police mission within their district or precinct, constantly directing their best efforts toward the professional, ethical, and efficient completion of that end.

6.04 INCIDENT REPORTING - INVESTIGATIONS - APPROPRIATE ACTION:

a. Report to the dispatcher all dead animals found upon public property, the location of traffic signal lights which are out of order, and street lights that are not functioning properly.

b. Immediately report any fire they observe or is reported to them, and when available respond to all fire calls within their post or precinct.

c. Upon sight or receipt of information from any source of a serious accident, crime or other occurrence requiring police attention, immediately respond and give such assistance or take such
action as circumstances may require.

d. Investigate all complaints and cases which are assigned to them or which are brought to their attention, and take appropriate action in those cases which come under the jurisdiction of the Denver Police Department. They will interview a complainant or informant, maintaining confidentiality and his/her identity when appropriate. They will take all necessary and reasonable actions to satisfy involved persons, and will make reports as required by policy.

e. Investigate traffic accidents and complete required reports and enforcement actions.

f. Observe persons whom they encounter and investigate suspicious incidents and behavior that may indicate a crime has occurred, is occurring, or is about to occur.

6.05 **PROPER BEARING:**
Maintain an alert, professional, and courteous manner. They will not conceal themselves except for a reasonable and specific police purpose.

6.06 **LOITERING ABOUT POLICE FACILITIES, PUBLIC OR PRIVATE BUILDINGS:**
While on-duty, not loiter in or about police facilities, public or private buildings, or other locations without a viable police purpose.

6.07 **RENDERING ASSISTANCE WITHIN CITY & COUNTY OF DENVER:**
Give assistance in the protection of persons and property anywhere within the City and County of Denver, if called upon in any situation requiring immediate attention. At first opportunity and when appropriate, they will report to their supervisory officer the fact that they left their post or precinct and the reason for doing so.

6.08 **SHORT AND LONG BREAKS:**
Request clearance from the dispatcher for short and long breaks and will state their location. If approved, the dispatcher will acknowledge and hold them out on the air at their location.

6.09 **CRIME PREVENTION:**

a. Advise business owners and employees regarding suitable crime prevention and other security measures. They will urge cooperation with the police in reporting all suspicious persons and situations.

b. Use lawful and necessary means to prevent the commission of crimes, including the suppression of vice and narcotics activity within their post or precinct. They will report to their supervisor, buildings or locations being used for criminal activity.

c. When time and circumstances permit, they will give particular attention to places where criminal activity is believed to occur and persons suspected in crimes are known to congregate. They will use every lawful, appropriate, and necessary means to suppress illegal activities.

d. At locations where large crowds are assembled, preserve order and prevent the commission of crimes, the blocking of traffic, and the destruction or damaging of property.

6.10 **BUSINESS AREA PATROL:**
At night and during the time businesses are closed, give particular attention to businesses and vacant or unoccupied buildings and dwellings, or residents and people who have requested police service. They will frequently examine and check accessible points of entry, and will investigate suspicious and unusual circumstances. In the daytime they will examine in a like manner vacant or unoccupied buildings and dwellings on their post or precinct.

6.11 **MOTOR VEHICLES:**
Give particular attention to motor vehicles, being alert for vehicles that have been stolen or used in the commission of a crime, or that are improperly operated or illegally parked.

6.12 **CONDITIONS WHICH TEND TO ENDANGER OR INCONVENIENCE THE PUBLIC:**
Take notice of nuisances, impediments, obstructions, defects, or other conditions in or adjacent to the streets, alleys, and public places, which tend to endanger the health, safety, or convenience of the public.

6.13 RECORDS MANAGEMENT:
At or before the completion of their tour of duty, route or submit all reports concerning their police activities through established records management procedures. The filing of these reports will not be left until the following day.

6.14 OUT OF SERVICE ACTIVITIES:
Conduct out-of-service activities or other non-police functions only where telephone, cell phone, or radio contact is available (rare exceptions such as court appearances may occur), and when appropriate, after the dispatcher has been notified. All such out of service activity is subject to the approval of the dispatcher or a supervisor.

6.15 IN-SERVICE CALLS:
Be available by radio and subject to answering calls for service when handling in-service calls as designated by the dispatcher. In-service means subject to answering radio calls.

6.16 CALLS FOR SERVICE TOWARD END OF SHIFT:
Upon receiving calls for service within a few minutes of their relief time, take the call. With the knowledge and consent of their supervisory officer, such calls may be assigned to the oncoming shift. This procedure will apply to calls of a minor nature where a short delay will not jeopardize the proper handling of the call or cause unnecessary inconvenience for the complainant. The consenting supervisor will inform the dispatcher of the action taken.

6.17 COURT APPEARANCES:
   a. When scheduled to appear in court, notify their supervisor or commanding officer at or prior to roll call so that arrangements can be made, if possible, for their relief during this period.
   b. When working a two-officer assignment, arrange for court appearances by only one of the officers where such procedures do not jeopardize prosecution of the case.

6.18 TWO-OFFICER ASSIGNMENT TRANSITIONING TO SOLO STATUS:
When a car or post is normally staffed with two officers, the dispatcher will be notified when one of the officers is no longer available for assignments or calls for service.

6.19 GOING TO DISTRICT STATION:
When it becomes necessary to go to their district station, immediately notify the dispatcher. When appropriate they will remain in service and subject to calls for service.

6.20 CLERK RESPONSIBILITIES:
When assigned as a clerk (stations and headquarters officers):
   a. Be directly responsible to the command or supervisory officer of the detail or unit they are assigned.
   b. Receive and complete reports, and carry out other duties as directed by their commanding or supervisory officer.
   c. Answer promptly all telephone communications in a manner prescribed by policy and procedure, and analyze calls to determine if transferring to a supervisory or command officer is necessary. Whether communicating by phone, electronically, or in person, officers will at all times display courtesy, respect and patience, and identify themselves by rank and their last name.
   d. Not transfer telephone calls that concern the police department to another office unless absolutely necessary, but should handle the call, make a General Occurrence (GO) report (if applicable), and refer information to the proper officer or bureau, division, district, section, or unit. When assisting with or providing counter reports to citizens, they will advise the citizen that a counter report is for incidents occurring in the City and County of Denver.
e. Not handle or receive information in reference to complaints on police officers, but should immediately direct the call to the Internal Affairs Division, or to a supervisory or command officer. If neither is available and are unable to call the complainant within a reasonable period, the person should be advised to call or appear in person at the Internal Affairs Division. The complainant will be advised of the phone number for the Internal Affairs Division, as well as the hours that headquarters is open for the public to appear.

f. They will give special attention to subjects appearing in person at a district station or headquarters, and will handle their request for service expeditiously and in the manner as prescribed by policy.

7.00 DUTIES AND RESPONSIBILITIES OF TECHNICIANS

IN ADDITION TO THE DUTIES OF ALL SWORN OFFICERS, TECHNICIANS WILL:

7.01 Perform an auxiliary or line function at the discretion of the Chief of Police.
7.02 Based on department need be assigned to any bureau, division, district, section, or unit. Appointment to technician may require an officer with specific skills or training.
7.03 Demonstrate the necessary initiative, resourcefulness, intelligence, alertness, observation, and judgment for their specific duties.
7.04 Continue their education, training, and self orientation efforts in order to advance in their specific area of responsibility, and may be assigned to technical tasks.
7.05 Strive to develop and disseminate improved administrative and technical practices, and promote their use in police functions.

8.00 DUTIES AND RESPONSIBILITIES OF CORPORALS

IN ADDITION TO THE DUTIES OF ALL SWORN OFFICERS, CORPORALS WILL:

8.01 ASSUMING SUPERVISORY DUTIES:
Be prepared to assume any or all of the duties and responsibilities of a supervisor when the following circumstances occur:
a. Serving as an acting sergeant.
b. In the absence of a sergeant, command and control at the scene of crimes, vehicle pursuits, critical incidents or other situations necessitating the need for a supervisor.
c. In the absence of a sergeant, sign and be responsible for reports completed by officers that require the signature (actual or electronic) of a reviewing or approving officer (i.e., Traffic Accident reports, General Occurrence {GO} reports, etc.)
d. In coordination with or at the direction of a sergeant or command officer.

8.02 COMBINED REQUIRED FUNCTIONS:
Perform all of their required functions in conjunction with the duties of their field assignments and will be responsible for all duties and responsibilities of police training officers and patrol officers.

8.03 POLICE TRAINING OFFICER RESPONSIBILITIES:
Have as a primary responsibility the role of field instructor (Police Training Officer). Corporals will follow protocols and procedures outlined in the Police Training Program. The immediate supervisor of the corporal must take into consideration the demands of training and plan accordingly.

8.04 ADMINISTER ROLL CALL TRAINING.
8.05 **ASSISTING SUPERVISORS:**

a. Assist sergeants with event planning and preparing a police response.

b. Assist with shift operations by articulating situations needing resolution and matters of importance to their supervisor or commanding officer.

9.00 **DUTIES AND RESPONSIBILITIES OF DETECTIVES**

IN ADDITION TO THE DUTIES OF ALL SWORN OFFICERS, DETECTIVES WILL:

9.01 **PREVENTION AND SUPPRESSION OF CRIME:**

Through investigative procedures, officers assigned as detectives will direct their best efforts in the prevention and suppression of crime, and in the detection and apprehension of criminal suspects. Under no circumstances will they make public any information that might jeopardize the successful completion of the investigation or the apprehension of the perpetrator.

9.02 **EXAMINATION OF PHYSICAL EVIDENCE:**

Make requests for the examination of physical evidence to the Forensics and Evidence Division.

9.03 **INVESTIGATIVE PROCESS:**

a. Be responsible for the proper investigation of cases assigned to them.

b. Interview complainants, victims and witnesses without delay, properly identify themselves and if appropriate, periodically consult with complainants and victims regarding the progress of cases until they have been officially closed. Attempt to notify crime victims when there is a change in the status of their case, and include the details in their supplemental report.

c. Keep their supervisor informed on the progress of cases assigned to them.

d. Include in supplementary reports, the action on each case in which they performed any work. Detectives will make such daily, monthly, or other periodic reports required by their commander.

e. When they receive assistance on an assigned case, note such facts on their report so that the assisting officer may receive due credit. It will be the duty of detectives to render assistance, when requested, to other personnel, but they will not interfere with or work independently upon any case except by direction of their supervisor or commanding officer.

f. Give their immediate attention to the interrogation of suspects jailed for investigation and will expedite the filing of formal charges or the release of the arrestee, consistent with sound investigation procedures. Take formal statements from such suspects where practicable, assemble evidence, and prepare reports required for the filing of criminal cases through the Denver District Attorney's Office.

g. Make every effort to recover stolen property as reported in the cases assigned to them.

9.04 **RANKING OFFICER AT CRIME OR ACCIDENT SCENE:**

a. When serving as the ranking officer of the involved investigative division, section, or unit at the scene of a crime or serious vehicle collision, they will be in charge of the immediate crime or crash scene without regard to the rank of officers present from any other division. The detective will not have either the responsibility or authority for the protection of the area, perimeter control, traffic direction, command post, or any other functions normally assigned to uniformed officers.

b. Request any needed assistance or the assignment from the concerned patrol command post officer (if one is present) or through the regular chain of command of the affected district or section of uniformed officers to their supervision.

c. If requested, provide all available information about the case to the on duty commanding officer of the affected district or section.
9.05 **DETAILS OUTSIDE THE CITY:**
When detailed outside the City and County of Denver, communicate with their supervisor or commanding officer as may be necessary during their absence.

9.06 **ASSISTING OTHER DIVISIONS:**
- a. Provide reasonably requested information and assistance to other divisions of the police department and maintain an efficient level of cooperation and coordination in affected areas.
- b. Establish and maintain effective lines of communication with patrol personnel, using face to face contact situations such as roll call training sessions. Detectives are encouraged to appear at roll calls to give information about wanted persons, crime patterns, and on-going investigations.

9.07 **COOPERATION WITH OUTSIDE AGENCIES:**
Be responsible for maintaining close cooperation and friendly working relationships between their division or district and other law enforcement agencies, as well as with the other divisions and districts within the department.

9.08 **PERSONS POSSESSING CONFIDENTIAL INFORMATION:**
Contact and maintain friendly relations with persons who are likely to be in a position to provide them with information of a confidential nature that would be helpful in the performance of their duties.

9.09 **COURT PROCEEDINGS:**
Be responsible for the proper preparation of court cases and the competent presentation of evidence in court or at hearings.

9.10 **PATTERN CRIMES:**
Be alert for the occurrence of multiple crimes showing similarity in modus operandi or in the same general location indicating similar crime operations. They will inform their supervisor or commanding officer of situations that may indicate a need for increased patrol or enforcement in specific areas.

---

10.00 **DUTIES AND RESPONSIBILITIES OF SERGEANTS (FIRST LINE SUPERVISOR)**

In addition to the duties of all sworn officers and supervisors (applicable functions may appropriately be handled by, or delegated to lower level ranks), Sergeants will:

10.01 **PATROL SECTOR SUPERVISOR:**
When assigned as a district sector supervisor, patrol their district, visiting each precinct and post as often as practicable, but not at stated intervals.

10.02 **ENSURE PERSONNEL REPORT TO ASSIGNMENTS:**
Unless otherwise directed, ensure that all personnel proceed directly to their precincts, posts or details without unnecessary delay.

10.03 **VIOLATIONS OF LAW COMMITTED IN PRESENCE:**
Not interfere with the routine work of another district, but violations of law committed in their presence will receive their immediate attention when the officer specifically responsible is not present.

10.04 **REVIEWING REPORTS AND DATA:**
Review General Occurrence (GO) reports and crime analysis data specific to their assignment.

10.05 **ASSISTING LIEUTENANTS:**
Assist lieutenants with planning by apprising them of personnel issues or situations.

10.06 **ACTING DUTIES:**
When designated as acting lieutenant, the sergeant will perform the necessary duties of the lieutenant in his/her absence.
DECISION MAKING MODEL

101.01 CONCEPT:
The Denver Police Department and its personnel are guided by the following decision making concepts that apply to delivering police service, police-community contacts, taking enforcement action, and applying physical force. Each decision and subsequent decisions will continually require this process of evaluation. In conjunction with the decision making model, personnel will continually make these specific assessments:

- **Legal**: Do personnel have the legal authority or mandate to act in a particular instance?
- **Necessary**: Is the intended action required or needed based on circumstances?
- **Reasonable**: Is the intended action fair and sensible – would similarly trained personnel act in the same or similar fashion? Is the action a reasonable use of discretion?
- **Appropriate**: Based on continual reassessment of the situation, is the intended action suitable or proper in the circumstance?
- **Proportional**: Is the intended outcome commensurate, or equitable, to the reason for the action? Would it be viewed as appropriate to the entire situation and severity of the violation or risk posed to department personnel or the public?
COLLECT INFORMATION:
When possible, slow the situation with a calm, centered, respectful, and confident presence. To understand the situation, gather any and all information within practical limitations. Confirm that police service is warranted and within the control and ability of department personnel to address.

ASSESS THE SITUATION, THREATS, AND RISKS:
Use available resources to make the immediate area safe or provide assistance as needed. Look for things that may explain the situation. If time permits, attempt to identify the root cause and avoid decisions based on inadequate information. Avoid judgmental or damaging statements.

CONSIDER DEPARTMENT POLICY AND AVAILABLE OPTIONS:
Develop options based on available information, ethics, values, and policy. Examine the feasibility, effectiveness, and consequence of each action and evaluate as necessary.

TAKE ACTION:
From the identified options, apply the most reasonable and viable course of action. Continually assess effectiveness, and when possible, develop contingencies. The sanctity of human life is paramount.

REVIEW AND REASSESS:
Assess the outcome and consider whether the issue was addressed and/or corrected. If not, start over and consider the following:
* Is new information available?
* Was the initial assessment accurate and/or was information missing?
* Is there a more appropriate and reasonable option?
101.02 DE-ESCALATION

(1) CONCEPT:
The practice of de-escalation is intended to help department personnel be more effective and safe, to increase the quality of service and community satisfaction, and to reduce liability. De-escalation, in combination with the decision making model, is the foundation for achieving positive police-community interactions and internal employee relations.

All department personnel derive from the community their authority to act, and poor decisions can degrade our legitimacy and the community's trust. Personnel will continually assess whether their considered and initiated actions are legal, necessary, reasonable, appropriate and proportional, recognizing that circumstances are fluid and their actions should be adjusted accordingly.

a. General principles:
The Denver Police Department recognizes the value and sanctity of all human life and is committed to respecting human rights and the dignity of every individual, in every interaction. All department personnel must recognize that their actions, both verbal and non-verbal, can play a significant role in the outcome and escalation or de-escalation of an interaction.

When reasonable and practical, personnel should take proportional actions that reduce the negative momentum of volatile situations, thus de-escalating; however, it is understood that delivering public safety services may require immediate and decisive action to protect the community, themselves, or other department members.

b. Considerations/Factors in non-compliance:
There are many reasons an individual may be uncooperative or fail to respond to verbal direction, including but not limited to:

- Medical condition
- Psychological or emotional crisis
- Developmental disability or dementia
- Drug / alcohol interaction
- Language barrier

c. Methods of de-escalation – all interactions:
1. Remain calm, actively listen, be courteous and respectful, show empathy, demonstrate patience, use persuasion, avoid arguments, request resources, suggest alternatives, use supportive language, and utilize critical incident techniques.

2. When sworn personnel are taking protective or enforcement action, or using force, appropriate tactical options may be used in accordance with training and applicable policies.
110.01 GENERAL GUIDELINES

(1) PURPOSE

Building positive relationships is at the heart of garnering public support. It is highly important that the community and its police officers understand and appreciate the problems and responsibilities of each other. Therefore, public relation(s) becomes a factor in all police efforts.

Police officers are the most important factor in the determination of police attitudes. Day-to-day contacts between police officers and the public is the focal point of public relations, for it is during these interactions that public support can be developed. The public’s acceptance or rejection of a police officer’s efforts is largely a reflection of the character and behavior displayed by the officer.

Generally, under normal conditions the community is not particularly critical of police service, but when the public becomes aware of even the mere inference of unprofessional or lax police service, their resentment can be difficult to overcome, particularly if no effort has been made by the police to address or dispel their concerns.

Public support is the end product of faithful, respectful, honest, and effective service to all people in the community.

(2) CODE OF ETHICS:

The Code of Ethics (Title II, Chapter 2, Article IV) section of the Revised Municipal Code for the City and County of Denver, relating to ethical behavior is of particular interest to all police personnel. All personnel of this department will be required to read, comprehend and abide by all sections of this Ordinance. With regard to the Code of Ethics, as established by the Revised Municipal Code, lack of knowledge or understanding will not be a reasonable defense against any infraction resulting in discipline. This Ordinance can be located on-line via denvergov.org under City and County of Denver – Bills, Laws and Municipal Code.

a. Ethics, Gifts and Gratuities

Officers will not solicit or accept gifts or gratuities that relate to the performance of their duties, except as permitted by the Denver Ethics Code. The policy is further clarified as: No officer will accept any gift or gratuity intended to influence the performance of their duty. No officer will accept any gift or gratuity for performing a function not permitted by the operations manual or rules and regulations of this department. Nor will any officer accept any gift or gratuity for failing to perform a function as required by the operations manual or rules and regulations of this department. With written approval of the Chief of Police, some recognized and sanctioned forms of soliciting funds or goods for a benevolent or charitable cause by members will be permitted. This policy statement does not supersede RR-203, Accepting Gifts from Persons of Bad Character, RR-204, Soliciting, Accepting Gifts, Gratuities, or Title II, Chapter 2, Article IV of the Revised Municipal Code of the City and County of Denver relating to the Code of Ethics.

b. Attendance at City Auctions:

It is the policy of the Denver Police Department that police officers and CS employees working for the police department will not be permitted to attend city auctions, unless they are acting in their official capacities.

The Board of Ethics has determined that police officers, city employees, their family members, or anyone not related but who is purchasing an item at a city auction for the direct benefit of a police officer or city employee are doing so in violation of the Code of Ethics and the Charter of the City and County of Denver.
CRITICISM OF OTHER AGENCIES

In matters which police officers believe to be justified complaints and/or criticism of other city agencies, the complaints and/or criticism will be channeled through the chain of command. The voicing of complaints and/or criticism against other city agencies, without following the chain of command, can potentially damage interagency relationships. In the performance of all phases of police work, a positive impartial attitude will be displayed.

- Department personnel will not publically criticize the Denver District Attorney's Office or the courts concerning circumstances surrounding the release of defendants or the disposition of cases.

110.02 MEDIA RELATIONS

(1) RESPONSE TO MEDIA REQUESTS:
Department personnel may respond immediately to news media inquiries. If not personally knowledgeable about the subject, officers and civilian employees should refer the person seeking the information to a supervisor, the senior ranking investigative officer managing an investigation in question, or the Public Information Office.

(2) CONSIDERATIONS FOR RELEASING INFORMATION:
All members of the media will be treated fairly and will receive accurate accounts of the department's activities. Each incident will be considered in light of its particular circumstances. Some of the factors to be considered before releasing information are:

- Will the release affect the department's ability to investigate a case or jeopardize an investigation?
- Will the release unnecessarily embarrass an innocent person?
- Will the release promote pretrial prejudice to the extent that a fair trial might be compromised?

(3) PROPER CREDENTIALS OR IDENTIFICATION:
Any member of the department may ask for proper credentials prior to releasing any information.

a. Proper credentials include those from the Colorado Press Association, Secret Service press pass, Associated Press, United Press International, or similar type media identification from local or national radio and television organizations.

b. When telephone requests for information relating to a case under investigation are made and the identification of the caller is in doubt, the caller should be referred to the Public Information Office.

c. In those instances when the identity of the caller is unknown and a delay in the release would be impractical, identity should be determined by calling the news agency before any release is made.

(4) MEDIA RELATIONS AND ACCESS AT THE SCENE OF AN INCIDENT:

a. It will be up to the police officer or firefighter in charge of a scene to permit or deny permission to cross police or fire lines to obtain news information. The media may access any area where the general public is allowed.

b. Crime scenes will be secured as soon as possible. All evidence should be processed before allowing access to members of the news media. No member of the news media will be allowed in an area if there is a possibility of evidence being damaged, destroyed, or altered.

c. At the scene of hostage situations, barricaded suspects, or other major crimes, members of the public or news media will not be allowed access to any area that would disrupt police operations or jeopardize the safety of department personnel or other persons. In these situations:

1. An attempt will be made to provide the media with a specific location as near to the scene as practical. This area will be determined by the incident commander or designated PIO. Final authority rests with the incident commander.
2. Video and radio depictions of tactical police operations that could be received by a suspect will be prohibited.

d. The news media will be granted reasonable access to areas at non-crime scenes. Common sense will determine the amount of access in situations where life and property are jeopardized. When practical, consideration will be given to the technical aspects required by the media for broadcast needs.

e. There will be no attempt to censor or prevent the media from recording the aspects of a non-crime scene, with the exception of access that would disrupt public safety operations and/or jeopardize public safety. The responsibility for the broadcast rests with the media. If a member of the media or public is denied access to a certain location he/she will be provided an explanation of the reason for doing so.

(5) PHOTOGRAPHS, AUDIO AND VIDEO RECORDING:

a. The news media will not be allowed to photograph persons in custody within areas of department buildings considered “off limits” to the public at large. Officers may not prevent photographs of persons in custody while in public places, such as while seated in police cars and being escorted through public areas of police buildings.

b. Authorized agents of the media will be permitted to take pictures of all incidents on public property so long as the taking of such photographs does not delay or interfere with a police investigation or action, or hinder public safety.

c. Photographs of Evidence:

1. Unless it otherwise interferes with a police investigation, the news media will be permitted to photograph certain evidence, such as large amounts of contraband, narcotics or recovered property, when on display within the confines of a police building. When the investigation is to this point, officers are encouraged to notify the news media, since in all probability this will be their only opportunity to photograph the material prior to the time it is sealed as evidence.

2. No person will be included in any photograph or video recording of the display.

3. Whenever the material has been sealed as evidence, and placed in the appropriate container, it will not be reopened for any publicity purpose, but will be conveyed directly to the Property Management Section. The first consideration of an officer in this procedure is to comply with the rules for the proper preservation of evidence.

d. Departmental pictures of persons or occurrences will be used by the news media only with permission of the Chief of Police, the command officer responsible for a specific investigation, or the Public Information Office.

e. Members of the media will not be permitted to pose a person in custody, nor will any member of this department deliberately pose a prisoner for such purposes.

(6) SUSPECT INTERVIEWS:

No member of the news media will be allowed to interview a federal prisoner under any circumstances while such prisoner is in the custody of the Denver Police Department. Requests for interviews of persons in the custody of the Denver Sheriff’s Department will be referred to that agency.

(7) INVESTIGATIVE INFORMATION RELEASE:

Denver 911 will normally only release verifications of addresses of radio dispatches, not details of incidents or a resume of activity. Media requests for the status of any investigation will be referred to the Public Information Office.

(8) SPECIAL REPORT/NEWS RELEASE:

When information released is of such volume or importance to constitute a news release, or when officers are involved in a situation that may become a major newsworthy event, officers may forward the
information as soon as possible to the Public Information Office.

(9) SITUATIONS INVOLVING OTHER AGENCIES OR JURISDICTIONS:
   a. Whenever any agency other than the Denver Police Department initiates an activity within the City and County of Denver, that agency is responsible for releasing information about its activity to the news media. In situations involving other jurisdictions within the City and County of Denver that require investigation by the Denver Police Department, the department may release information as deemed appropriate.
   b. Whenever the Denver Police Department initiates an activity in another jurisdiction, the department is responsible for releasing information to the media after advising the other jurisdiction about the activity.
   c. In death investigations, the release of information to the media regarding the victim will be made subject to the notification of relatives and after positive identification of the deceased by the Office of the Medical Examiner.
   d. When the Office of Emergency Preparedness is the coordinator of any activity, the Public Information Office will assist as needed.

(10) MEDIA REQUESTS TO RIDE IN POLICE VEHICLES:
   Media requests to ride in police vehicles will be referred to the deputy chief of the division to which the request is being made, or to the Chief of Police through the Community Relations Division. The deputy chief involved or the Chief of Police may authorize such requests when it is determined to be of mutual interest to the department and to the public, and will not be detrimental to normal police operations.

110.03 GUIDELINES FOR RELEASE OF INFORMATION TO THE NEWS MEDIA

(1) BEFORE AN ARREST:
   The release of information will be coordinated with the officer in charge of the incident.
   a. Department personnel MAY release:
      1. Location, time, and description of an offense, property damage, and any injuries sustained by the victim.
      2. The existence of suspects, information about unidentified suspects, such as physical and vehicle descriptions, identification of suspects for whom a warrant has been issued, criminal background in compliance with OMS 109.04.
      3. Method of receiving complaint, length of investigation, and officer in charge.
   b. Department personnel WILL NOT release:
      1. Identity of suspects interviewed but not arrested.
      2. Identity of witnesses who could be subjected to danger or embarrassment, particularly sex crime victims, including any information that might identify them.
      3. Information regarding physical evidence, valuables not stolen, amounts taken in robberies or burglaries, and information known only to the guilty person.
      4. Any information regarding juvenile suspects, such as names, addresses, records, mug shots.
      5. Misleading or false information and conjectures regarding possible suspects or fugitives.
      6. Identity of homicide victims. See OMS 110.02(9)c.
      7. Any information regarding police shootings without the approval of the Commander of the Major Crimes Division.
      8. Any grand jury information to either the public or media without prior approval from the Chief of Police.
(2) **AFTER AN ARREST:**
The release of information will be coordinated with the officer in charge of the incident.

a. Department personnel MAY release:
   1. Adult suspect's identity, including residence, time and place of arrest, the exact charge, and facts or circumstances relating to the arrest, such as possession of a weapon or contraband recovered.
   2. Duration of the investigation and agency responsible for the arrest including identity of the officer; however, when releasing the identity of officers involved in undercover or other operations may jeopardize their safety, their name(s) will not be released.

b. Department personnel WILL NOT release:
   1. Names of juvenile suspects.
   2. Name of the suspect's employer without the approval of the commanding officer of the investigating unit. Comments about the credibility of testimony, guilt or innocence of the suspect, or the character or reputation of the suspect including prior criminal record with the exception contained in OMS 109.04.
   3. Information about the existence or content of a confession or statement made by the suspect, and the results of any examinations or tests conducted.
   4. The refusal of the suspect to make a statement or submit to any tests or examinations.
   5. Information concerning the suspect's direction or assistance in the recovery of contraband or evidence.
   6. Any information received from an informant without the approval of a supervisor in the affected investigative division or district.

(3) **INFORMATION RELEASE OR COMMENT:**
Once a case has been presented to the Denver District Attorney or Denver City Attorney, no police officer should comment on that case without first referring the matter to, or obtaining permission from the prosecuting agency. Officers will not comment on the charges they think the prosecuting agency will file or whom the charges will be filed against.

(4) **CHARGES OF MISCONDUCT AND LEGISLATIVE, ADMINISTRATIVE, INVESTIGATIVE HEARINGS:**
Nothing in this procedure excludes department personnel from replying to charges of misconduct that are publicly made against them, or from participating in any legislative, administrative, or investigative hearing. These procedures do not supersede any more restrictive rules, policies or laws governing the release of information.

(5) **COOPERATION WITH MEDIA:**
Department personnel are responsible for the information they release and they should exercise their best judgment in cooperating with the media in order to ensure that their information is factual and accurate.
110.06 SOCIAL MEDIA

(1) PURPOSE:
The Denver Police Department recognizes the significance and value of social media as a digital communication platform. This policy establishes the department’s position on the utilization of social media, including the management, administration and oversight. This policy is intended to address social media in general, not a particular form of social media.

Additionally, this policy is intended to address concerns associated with an employee’s personal use of social media and to provide guidelines for the regulation and balancing of employee speech and expression with the legitimate needs of the department. The department recognizes the role social media can play in the personal lives of its employees and the effect it can have on their official capacity. Nothing in this policy is intended to prohibit or infringe upon the employee’s speech or expression that has been clearly established as protected or privileged.

(2) DEFINITIONS:
Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for “web log”.
Page: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.
Post: Content an individual shares on a social media site or the act of publishing content on a site.
Social Media: A category of internet-based platforms that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), micro blogging sites (Twitter, Nixle), photo- and video-sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).
Social Media Coordinator: Assigned to the Community Relations Division, the social media coordinator is responsible for providing general oversight and maintaining the integrity (in terms of content and authorized users) for each official department social media account.
Speech and Expression: The communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

(3) POLICY:
The Denver Police Department endorses the secure use of social media to enhance community engagement and as a catalyst for quickly disseminating information to increase neighborhood safety and awareness. Social media assists the department in meeting community outreach, problem-solving, investigations, and crime prevention objectives. Additionally, social media is a valuable tool when seeking evidence or information regarding missing persons, wanted persons, gang activity, crimes perpetuated online and/or photographs or videos of a crime to assist in case solvability.
OFFICIAL USE:

a. Authorization

1. All official department social media sites, pages or accounts must be approved by the Chief of Police, or his/her designee, prior to the utilization of such.

2. The social media coordinator will maintain a list of all approved department social media accounts. This list will identify each account, including a list of all authorized users and their level of administrative rights for that account.

3. The social media coordinator will limit access to each social media account based on assignment and needs of the department in order to maintain the integrity of the account. Unauthorized access to a department social media account is prohibited.

b. Account Standards

1. Where possible, each social media page will include an introductory statement that clearly specifies the purpose and scope of the department’s presence on the website which is to be aligned with the current mission, vision and values of the department.

2. Each account will clearly indicate that it is maintained by the department and will have the appropriate contact information prominently displayed.

3. Where possible, the page should link to the department’s official website.

4. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of this department. Each account will clearly indicate that posted comments will be monitored and that this department reserves the right to remove any content as identified below:
   - Advertisements of any kind
   - Profane language or content
   - Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, sexual orientation or transgender status
   - Explicit or implied sexual content
   - Conduct implying, promoting or encouraging illegal activity
   - Information that might compromise the safety or security of the public
   - Any other posting, that by its nature or content, might harm the public’s welfare
   - Comments/posts that are repetitive
   - Comments on posts/photos that do not pertain to the page post
   - Unproductive and/or repetitive attacks on the department or its personnel

5. Social media content will adhere to all applicable laws, regulations and policies including all information technology and record management policies.
   - Content is subject to public records laws. Content must be managed, stored, and retrievable in order to comply with open records laws, applicable records retention schedules and e-discovery laws and policies.

c. Authorized Users

1. Department personnel authorized to represent the department via social media will conduct themselves at all times as representatives of the department, and accordingly, will adhere to all city and department policies and regulations regarding conduct.

2. Authorized users will observe and abide by all copyright, trademark and service mark
restrictions when posting these items to social media accounts.

d. Social Media as an Investigative Tool

1. Investigative units may submit prepared case file information to facilitate the identification or apprehension of suspects and/or information in order to generate leads to the social media coordinator for posting to the departments official social media account. The investigative unit, specifically the assigned detective, has the responsibility for: 1) ensuring the information submitted to the social media coordinator conforms to the department's standards regarding the release of information and prohibited disclosures, and 2) forwarding the item to the Commander of the Major Crimes Division for approval.

2. Investigative units may use non-official social media accounts for investigative purposes with the written permission of the Chief of Police.

(5) DEPARTMENT EMPLOYEE PERSONAL USE:

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Denver Police Department will carefully balance the individual employee's rights against the department's needs and interests when exercising a reasonable degree of control over its employees' speech and expression.

Department personnel should always be aware that privacy settings and social media sites are constantly in flux, and that they should never assume that personal information posted on such sites is protected. Department personnel should always carefully consider the implications of their speech and any other form of expression when using social media. Finally, department personnel forfeit any expectation of privacy with regard to anything published or maintained through file-sharing software or any internet site open to public view.

a. Precautions and Prohibitions

1. Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech and expression does not impair working relationships of this department for which loyalty and confidentiality are important, impede the performance of duties, impair harmony among coworkers, adversely impact the disciplinary process, or negatively affect the public perception of the department, or any other city agency.

2. As public employees, department personnel are cautioned that speech, on- or off-duty, made pursuant to their official duties - that is, that owes its existence to the employee's professional duties and responsibilities - is not protected speech under the First Amendment and may form the basis for discipline, if deemed detrimental to the department. Department personnel should assume that their speech and expression, and related activity on social media sites will reflect upon their official capacity and this department.

3. Department personnel will not post, transmit, or otherwise disseminate any information to which they have access to as a result of their employment or publish materials that could reasonably be considered to represent the views or positions of this department without written permission from the Chief of Police.

4. When using social media, department personnel should be mindful that their speech and expression becomes part of the worldwide electronic domain. Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the general public, including the department, at any time, without prior notice. Therefore, adherence to any applicable city
or department policy regarding code of conduct is required when engaging in the personal use of social media. In particular, department personnel are prohibited from the following:

- Speech and expression containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
- Speech and expression involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
- Speech or expression of any form that could reasonably be foreseen as creating a negative impact on the safety of department personnel.
- Posting information pertaining to any other employee of the department without their permission.

5. Engaging in prohibited speech and expression may also provide grounds for undermining or impeaching an officer’s testimony in criminal proceedings. For example, posting statements or expressions to a website that glorifies or endorses dishonesty, unlawful discrimination or illegal behavior.

6. **Cautionary Note:** For safety and security reasons, department personnel are advised to use caution when disclosing their employment with this department. As such, department personnel should use caution when:

- Displaying department logos, uniforms, or similar identifying items on personal web pages.
- Posting personal photographs or providing similar means of personal recognition that may cause them to be identified as a police officer of this department.

b. **Reporting violations**

Any employee becoming aware of or having knowledge of a post or of any website or page in violation of this policy will immediately notify their supervisor. The supervisor will take appropriate action as outlined in OMS 503.01, Complaint and Discipline Procedures for Sworn Officers or Denver Career Service Rule 16 for civilian employees.
114.01 SECONDARY EMPLOYMENT

(1) SECONDARY EMPLOYMENT, as used in this section, is defined as any work, including self-employment, performed by any officer apart from official assigned duties and required duty times. Secondary employment is not permitted under certain circumstances as identified in this policy. Secondary employment police work can be denied or limited in hours at any time by the Chief of Police or an officer’s commander. Violations of this section may result in a suspension of the off-duty work privilege in addition to formal disciplinary action.

a. The Chief of Police has complete charge of all off-duty assignments and/or secondary employment police work. The Chief of Police may delegate this authority as necessary.

b. Officers employed to perform secondary employment police work will be bound by their police authority for the enforcement of the ordinances and laws of the city, state, and federal government. Officers may act to prevent a breach of the peace or to enforce the law, however, officers are not to enforce rules made strictly in the interest of the secondary employer.

c. Officers engaged in secondary employment will be subject to all rules, regulations, and procedures of the Denver Police Department.

d. No officer will engage in any secondary employment activity, the result of which could be detrimental to the best interest of, or in conflict with, the mission, values, goals, objectives, and/or procedures of the Denver Police Department.

(2) DEFINITIONS:

Police Work: Secondary employment requiring the use of police authority.

Non-Police Work: Secondary employment not involving the use of police authority.

Supervisor: An officer holding the rank of sergeant or above.

(3) RESTRICTIONS:

a. All officers are reminded that their primary responsibility is to the duties of their Denver Police Department assignment. Secondary employment must not interfere with their on-duty responsibilities.

b. Supervisors and command officers are prohibited from working any secondary employment that is scheduled by a subordinate officer in their chain of command.

c. Officers on probationary status are only permitted to perform secondary employment police work under the following conditions:

1. Probationary officers are authorized to work department paid overtime such as backfill overtime and/or department paid grants for specialized patrol/enforcement efforts.

2. Probationary officers are prohibited from working all other secondary employment work, to include the following department paid overtime assignments: Bronco/Rockies games, Curfew Program, DIA Curbside or Parades.

3. Exceptions to the above may be made by the Chief of Police and the authorization must be submitted in writing to the Secondary Employment Coordinator. The Secondary Employment Coordinator will maintain a list of permitted department paid overtime assignments if the probationary officer or supervisor needs verification.

4. Both the requesting probationary officer and the authorizing supervisor are subject to
disciplinary action for violations of the aforementioned.

d. No police officer will be permitted to perform secondary employment police work at a location, establishment or venue where marijuana is sold or the primary purpose of the location, establishment or venue is the consumption, production, testing, or transportation of marijuana or marijuana infused products. This restriction prohibits officers from providing security at any such location and from providing security for the transportation of financial proceeds from any marijuana related business.

e. Officers must complete the liquor license establishment training prior to being permitted to work in any liquor license establishment or at any location where alcohol is being served for on-site consumption. This training needs to be completed once every three years or as directed by the Chief of Police.

1. Officers will complete the training by watching a video regarding secondary employment in liquor licensed establishments. This video can be found on DPDWeb.

2. After viewing the training video, the officer will print the “sign off form” and thoroughly review it before signing their name. After the officer has reviewed and signed the form, the form must be given to a supervisor or command officer to be signed off. A copy of the signed form will be placed in the officer’s station file. The original will be sent to the Secondary Employment Coordinator. The Secondary Employment Coordinator will send a copy of this form to Safety HR in order to have the officer’s TeleStaff profile updated to reflect completion of this training.

3. No officer with less than two years of service with the Denver Police Department will be permitted to perform secondary employment in any establishment that sells liquor or any alcoholic beverage and/or has a liquor license as part of its business, unless specific written approval is obtained from the Chief of Police. If approval is granted from the Chief of Police, the liquor license establishment training requirement must be completed.

f. Officers off duty due to personal or line of duty illness/injury, extended military leave, leave of absence, suspension, and/or on a limited-duty status, will not be permitted to perform secondary employment police work. However, such officers may seek written permission from the Chief of Police to perform secondary employment non-police work. The Chief of Police will grant or deny such requests on a case-by-case basis under the same factors that are applicable to active duty officers seeking permission to work secondary employment non-police work.

g. Officers on FMLA for non-personal illness/injuries must request permission from the Chief of Police to work Secondary Employment. Upon receiving written permission from the Chief of Police, a copy of the letter will be forwarded to Safety HR and to the Secondary Employment Coordinator.

h. No secondary employment will be performed that is contrary to any section of Article IV (titled Code of Ethics) of the Denver Revised Municipal Code.

1. No officer will be permitted to work as private security, a private investigator or for a private investigation firm without prior written approval from the Chief of Police.

2. Before an officer may work as a bodyguard or as non-police private security, a letter will be sent to the Chief of Police through the officer’s chain of command requesting approval for this kind of employment. A copy of the approved letter will be sent to the Secondary Employment Coordinator.

i. The total of on-duty hours and off-duty secondary employment hours, including department authorized overtime assignments, must not exceed 64 hours in the calendar week, Sunday through Saturday. Exemptions to the maximum weekly hour limits may be made by the Chief of Police. Court time and continuous duty related overtime will not be included in this total; however, all other department paid overtime assignments, including backfill and grants, will be
1. Officers who work less than 40 hours in a calendar week through the use of vacation, saved vacation, saved holiday, accumulated sick leave, or compensatory time may increase the number of secondary employment hours worked, up to the 64-hour limit, subject to the provisions of this entire section.

2. Officers will not be allowed to work more than 16 hours in a 24-hour period. This calculation commences at the start of the first shift worked, regardless if the first shift is the off-duty job or the officer’s regular duty assignment.

3. Officers will not split shifts and/or flex their shifts to accommodate a secondary employment schedule.

j. Officers will not perform secondary employment at any establishment, or in connection with any industry, during a period of strike affecting any of the workers connected with such industry without prior approval of the Chief of Police.

k. Officers are not permitted to work secondary employment police work that utilizes a non-police scheduler or broker.

l. Officers must be compensated directly by the employer and not by any intermediary or agent.
   1. No officer of any rank may handle or distribute any cash payments to officers.
   2. The employer must arrange for any cash distribution to officers.
   3. Checks written by the employer may be distributed by the officer coordinating the off-duty employment. If coordinated by the Secondary Employment Coordinator, the employer must make arrangements to distribute checks directly to the officer(s).

m. Officers are prohibited from working off-duty in any establishment which constitutes a threat to the status or dignity of the police as a professional occupation. This includes establishments which furnish "adult" entertainment (nudity of any kind); those which sell pornographic books, magazines, sexual devices or videos or that otherwise provide entertainment or services of a sexual nature; or any gambling establishment not exempted by law.

n. Officers will not perform secondary employment at any establishment after a public nuisance case has been filed with the Denver City Attorney’s Office and/or the Denver District Attorney’s Office. In addition, officers will not perform secondary employment at any establishment whose primary business is the sale of alcohol for on-site consumption, social clubs, or mixed venues (combination of alcohol and non-alcohol events), where a public nuisance case has been opened by the Nuisance Abatement Unit.
   1. The Secondary Employment Coordinator will be notified by the Public Nuisance Abatement Unit of any establishments which are subject to such an investigation.
   2. Individual officers who have current requests for secondary employment for establishments which fall under the nuisance abatement restrictions will be notified by the Secondary Employment Coordinator of those restrictions when they become effective.
   3. A current list of locations subject to such restrictions will be published on DPDWeb.
   4. Restrictions on secondary employment will commence immediately upon notification by the Public Nuisance Abatement Unit.
   5. This does not preclude the Chief of Police from canceling secondary employment police work at any establishment, at any time. The Chief of Police may also withdraw his/her permission for an officer to work secondary employment non-police work at any establishment, at any time, for reasons consistent with this policy.
   6. The Secondary Employment Coordinator will make reasonable efforts to contact the scheduler and any officers who may be scheduled to work at these locations and advise them of the restriction.
7. The Secondary Employment Coordinator and the Public Nuisance Abatement Unit will review nuisance locations quarterly to determine if the location is to remain on the list.

o. The use of police equipment in the performance of secondary employment police work duties must be approved by the officer’s commander. This approval will be granted only when the use of this equipment can be justified for the safety of the public and/or officers, or when such use is determined to be in the best interest of the department.

p. Officers assigned to the Secondary Employment Coordinator will not accept secondary employment received through their office without prior approval from the commanding officer of the Conduct Review Division.

q. Whenever a commander places restrictions upon an officer regarding secondary employment issues, that commander will ensure that the Internal Affairs Division and the supervisor of the Secondary Employment Coordinator is notified of the specific restriction and its intended duration. In the event that the privilege is restricted for an indefinite time period, the commander will be required to notify the Internal Affairs Division and the supervisor of the Secondary Employment Coordinator again, when that restriction is lifted.

The notification requirement includes any restrictions placed on an officer working department paid overtime (or other work) that requires secondary employment approval.

1. Upon transfer of the involved officer, notification of any change in status of work privileges must be routed through the Internal Affairs Division, the supervisor of the Secondary Employment Coordinator, and the officer’s new assignment.

r. Failure to obtain secondary employment approval in TeleStaff by a supervisor in the officer’s chain of command, prior to the officer working the job may result in suspension of secondary employment privileges as follows:

1. 1st offense in a 12-month period: 60 days
2. 2nd offense in a 12-month period: 120 days
3. 3rd offense in a 12-month period: 360 days
4. Subsequent violations will be dealt with by more severe sanctions.

(4) REQUIREMENTS:

a. Officers authorized to perform secondary employment police work will be responsible for properly advising their secondary employer of the department policy regarding secondary employment police work as stated on the Secondary Employment Contract (DPD 149E).

b. Officers performing secondary employment police work who become involved in a police action will be equipped with, and complete the routine paperwork involved with the action. Off-duty officers will attempt to have prisoners transported via scout van prior to calling on-duty officers to assist. The intent of this section is to reduce unnecessary demands on on-duty personnel. However, this does not relieve on-duty officers from providing backup support, aid or transportation required by officers performing secondary employment police work.

c. District supervisors will ensure that on-duty resources are not utilized unnecessarily and will monitor compliance of off-duty officers.

d. Officers using department radios will monitor the district channel in which the job is located and will notify the dispatcher of their location and anticipated length of the job.

e. Events staffed with more than seven officers require the off-duty supervisor to fax a detail to Denver 911.

f. Any provision for secondary employment does not relieve any officer from the responsibility to be available and/or to respond to a call for active duty by the department at any hour.

g. Officers wishing to perform secondary employment police work in plainclothes may not do so without prior approval from the Deputy Chief of Operations through the chain of command.
1. Officers who work in plainclothes must have completed Denver Police Department training in plainclothes and undercover operations. The training verification will be attached to the request.

2. The scheduling officer is responsible for ensuring that any officer who will work the job has received prior approval to work in plainclothes.

3. The scheduling officer may request group approval on behalf of a number of officers; however, the training verification for each officer will be attached to the group request.

4. A copy of the approved letter will be forwarded to the Secondary Employment Coordinator.

h. Officers working in a construction area are required to wear the department authorized helmet.

i. Officers working traffic direction or control are required to wear the basic eight point style uniform cap and department authorized reflective vest apparel.

j. Officers are prohibited from working any secondary employment (off-duty) job with a Denver Sheriff’s Department deputy. Officers may continue to work secondary employment jobs at events where deputies operate the scout van. The Chief of Police must approve any exception to this policy.

k. Officers must allow a minimum of 15 minutes between the end of his/her regular on-duty shift and the start of his/her secondary employment shift. Exceptions may be made if the regular on-duty shift and the secondary employment shift originate at his/her regular duty assignment.

(5) CIVIL LIABILITY WHILE PERFORMING SECONDARY EMPLOYMENT POLICE WORK:

a. The city will not accept liability when officers are acting outside the limits of their police authority or duty, such as enforcing rules made in the interest of management and/or their secondary employer.

b. Officers are not allowed to perform secondary employment police work outside the City and County of Denver without written permission from the Chief of Police. A copy of the approved letter will be sent to the Secondary Employment Coordinator.

(6) SCHEDULING OF OFFICERS:

a. The Chief of Police (or designee) reserves the right to specify the number of off-duty officers required at any event or place of business at any time.

b. The Chief of Police will review all security arrangements for major events which utilize the police services of off-duty officers.

c. For major events, the district commander, the supervisor of the Secondary Employment Coordinator and the scheduling officer may have input in determining the number of off-duty officers required.

d. When scheduling officers for any event or place of business, the safety of officers and citizens attending the event are of primary concern. Consideration is given to, but is not limited to the following:

   • The location, day of the week and specific time of day
   • The anticipated crowd size and age-range of the attendees
   • The availability of alcohol at the event
   • Other events simultaneously occurring in the vicinity

e. The Chief of Police or district commander may assign an on-duty command officer to supervise and direct operations at any event where off-duty police officers are employed.

f. At those events where the Chief of Police has NOT designated an on-duty command officer, officers performing secondary employment police work will, regardless of their rank, be subject to supervision by supervisors and commanders in the district in which the work occurs. If the
secondary employment police work is traffic control, the officer will also be subject to the supervision of Special Operations Division supervisors and command officers.

**g. The minimum ratio of off-duty officers to off-duty supervisors participating in secondary employment police work at a specific location during the same period of time is:**

1. One to six officers: No supervisory requirement.
2. Seven to 13 officers: One supervisor.
3. Fourteen to 20 officers: Two supervisors. Senior supervisor is in charge.
4. Twenty-one to 27 officers: Three supervisors. Senior supervisor is in charge.
5. Twenty-eight to 34 officers: Four supervisors. Senior supervisor is in charge.
6. Thirty-five to 41 officers: Five supervisors and one command officer.
7. Forty-two to 48 officers: Six supervisors and one command officer.
8. Forty-nine to 55 officers: Seven supervisors and two command officers.

**h. Scheduling officers**

1. Officers supervising and/or scheduling off-duty officers for secondary employment police work may be paid a higher hourly wage than the off-duty officers by the secondary employer or may be paid a flat-rate for scheduling other officers. Any compensation for scheduling must be paid by the employer and not deducted from the earnings of other officers working the job.
2. Officers who are responsible for scheduling other off-duty officers for secondary employment police work will not discriminate in the hiring of officers.
3. Denver police officers will not schedule Denver Sheriff’s Department deputies for off-duty work.
4. Scheduling officers, supervisors and command officers will ensure that all off-duty officers under their direction are in compliance with all restrictions and requirements to perform Secondary Employment.

**(7) Injuries While Engaged in Secondary Employment:**

Officers incurring any injury which is not the result of an official police action while engaged in secondary employment will be responsible for reporting the injury directly to the State Division of Labor or the insurer of the employer. This report will not be forwarded through the police department. All such injuries will be considered by the department as an injury not in the line of duty and the officers’ absence will be deducted from their sick leave banks. Upon use of all accumulated sick leave, compensatory time and saved time, additional absence from duty will not be compensated by salary.

If the injury is the result of an official police action, the officer will comply with procedures outlined in OMS 505.10.

**(8) Off-Duty Employment at Apartment Complexes:**

a. Any officer providing police service in exchange for subsidized rent, at any type of housing complex, will be considered to be engaging in secondary employment police work and will comply with all of the requirements set forth in this entire section.

b. Officers may not provide any on-duty services to these employers as part of their secondary employment agreement.

c. Officers, who perform security work in exchange for subsidized rent during predetermined and fixed hours, will enter each scheduled shift in TeleStaff on the non-department paid off-duty roster. Officers will make an entry for each scheduled shift.

1. If the officer is on-call for the housing complex on the same date as his/her scheduled shift, he/she will enter the on-call times in the note field.
2. In the event an officer is called out, they will make an entry within 24-hours of the call out on the TeleStaff non-department paid off-duty roster for the affected date and times. A brief explanation of the call out will be entered in the note field. This entry can also be done via TeleStaff web access.

d. Officers who, as a condition of this type of secondary employment, are subject to being called by management to respond to incidents within the complex, must make an entry in the TeleStaff non-department paid off-duty roster for the listed job location on the first of each month, and will use the same start and end times of 00:00 to 00:00 when doing so. When this entry is approved, the officer is authorized to respond as needed and no other TeleStaff entries are necessary until the following month. This entry must include information in the notes field that the officer is on-call for the month.

e. If an officer is called out, he/she will make an entry within 24-hours of the call-out on the TeleStaff non-department paid off-duty roster for the affected date and times. A brief explanation of the call out will be entered in the notes field. This entry can also be done via TeleStaff web access.

f. The Secondary Employment Coordinator will perform periodic audits to ensure that the total time spent responding to requests for police service, in combination with any other secondary employment performed by the officer does not exceed the maximum hours permitted for Secondary Employment.

g. In the event an officer exceeds the limit of off-duty hours allowed for that week as a result of time spent on call-out actions related to their employment at a housing complex, the officer will explain the circumstances in a DPD 200 through the chain of command to his/her commander.

### 114.02 SECONDARY EMPLOYMENT: NON-POLICE WORK

#### (1) APPLICATION FOR NON-POLICE SECONDARY EMPLOYMENT (DPD 149A):

Any officer desiring secondary employment non-police work, including self-employment, will submit an Application for Non-Police secondary employment (DPD 149A), through the chain of command.

- a. The supervisor or command officer reviewing the letter will ensure that the officer is in compliance with all secondary employment restrictions and requirements.

- b. Approved or disapproved requests will be forwarded to the Secondary Employment Coordinator for distribution and filing.

1. The original letter will be retained by the Secondary Employment Coordinator.
2. A copy of the letter will be returned to the officer.

- c. In the case of recurring secondary employment non-police work, this request must be renewed annually for the upcoming year during the first 15 days of December, unless the conditions of employment change, in which case a new request must be submitted.

#### (2) CONDUCTING COMMERCIAL BUSINESS OR PRIVATE ENTERPRISE DURING WORK HOURS:

Officers will not, at any time, carry out any function of commercial business or private enterprise on any police department property and/or during their working hours. These restrictions will apply, but not be limited to, any verbal promotion, or any advertisement, business card, poster or other printed publication.

- a. Officers will not use any police department equipment, vehicles, phone numbers or addresses for the purpose of carrying out the functions of a commercial business or private enterprise and/or for the buying or selling of any products or services related to that business or enterprise. See OMS RR-808

- b. Officers will not use their official titles in connection with any commercial business or private enterprise without the express permission of the Chief of Police. See OMS RR-206.

- c. Exception to these restrictions is the posting of notice on police department bulletin boards, providing that these notices do not contain police department phone numbers or addresses.
114.03 SECONDARY EMPLOYMENT: POLICE WORK

(1) SECONDARY EMPLOYMENT CONTRACT (DPD 149E):
   a. Any employer requesting off-duty Denver police officers must complete a Secondary Employment Contract. The submitting officer will provide the employer a copy of the contract and forward the original to the Secondary Employment Coordinator.
   b. The Secondary Employment Contract must be renewed by December 15th of each year for the upcoming year, and whenever the original signer changes. December 16th through December 31st will be deemed a grace period, however, if the contract has not been received by the Secondary Employment Coordinator by the end of the grace period, officers will not be permitted to work the off-duty job.
   c. Officers who work a job where no contract has been filed with the Secondary Employment Coordinator are subject to suspension of their secondary employment privileges.

(2) SUPERVISORS RESPONSIBILITY:
Supervisors will monitor their officers’ secondary employment on a weekly basis to ensure compliance with secondary employment policy and procedures, specifically to ensure they are not exceeding the maximum daily and weekly hours allowed.

(3) APPROVING SECONDARY EMPLOYMENT REQUEST THROUGH TELESTAFF:
   a. All non-department paid off-duty jobs and department paid off-duty jobs are processed in TeleStaff and appear on the roster. Standard procedure requires officers to place themselves on the off-duty job on the TeleStaff roster. There may be circumstances where a supervisor places the officer on the job. (See the TeleStaff procedure manual for further instruction)
   b. All secondary employment work requires approval. Supervisors provide the required approval for secondary employment. When an officer adds his/her name to an off-duty job on the roster, a work code is placed on their TeleStaff calendar. This work code contains the job name and the hours of the job to be worked. The supervisor will approve the officer’s off-duty job through TeleStaff. **All off-duty jobs must be approved by a supervisor in the officer’s chain of command before the job is worked.** (See the TeleStaff procedure manual for further instruction)

(4) CANCELLING SECONDARY EMPLOYMENT JOBS:
   a. Officers are limited to a specific number of hours for off-duty work each week. It is important to cancel off-duty jobs in TeleStaff so the officer’s calendar accurately reflects the total number of off-duty hours worked.
   b. If an officer needs to cancel an off-duty job, the officer must contact a supervisor. The supervisor will remove the officer from the off-duty job in TeleStaff by editing the work code to *forfeit*. No further action is required.

(5) EMERGENCY REQUESTS:
An emergency request is a same day request to work an off-duty job, where the requesting officer may not have access to their chain of command for approval.
   a. Officer’s Responsibility:
      The requesting officer will contact an on-duty supervisor from the district where the off-duty job is located, to request that they approve the TeleStaff entry. If the officer did not have computer access to make an entry in TeleStaff, he/she will request that the supervisor enter the job in TeleStaff and also approve the entry.
   b. Supervisor’s Responsibility:
      The supervisor will exercise due care in approving such requests to ensure that the requesting
officer is eligible to work the requested assignment. After entering and/or approving the TeleStaff entry, the supervisor will notify the officer’s chain of command of the request and approval, via email.

c. Emergency Request for secondary employment job not in TeleStaff:
If this job has not yet been entered in TeleStaff, the officer will have the employer complete the secondary employment contract, the officer will then forward the contract to the Secondary Employment Coordinator along with information about who worked the new job and on what date. The officer will contact a supervisor before working the job and the supervisor will add the officer to TeleStaff under a job titled “To be configured” on the non-department paid off-duty roster in TeleStaff.

(6) **EDITING HOURS WORKED:**
If the actual hours worked for an off-duty job differ from the scheduled hours, the actual hours need to be adjusted in TeleStaff. Officers will need to contact their supervisors within 48-hours to edit the time in TeleStaff. (See the TeleStaff procedure manual for further instruction)

(7) **USE OF COMPENSATORY TIME TO WORK SECONDARY EMPLOYMENT:**
Use of compensatory time will not be granted to any individual officer on a regularly scheduled basis for any purpose, including working secondary employment.

a. When the operational needs of the department are not jeopardized, and when staffing permits, officers may seek prior written approval from their commander to use comp time to work secondary employment. In such situations, commanders must document the nature of the circumstance on a DPD 200 and forward their justification to their deputy chief for review. The commander will then forward the approved request to the Secondary Employment Coordinator for filing.

b. When deciding to grant the use of compensatory time, commanders must adhere to the policy that the officers’ on-duty responsibilities have been met. Commanders must continually review the records of officers under their command to ensure that during periods in which compensatory time has been granted, overtime was not routinely necessary to complete non-emergency duties.

c. The use of compensatory time must be approved by a supervisor, and no detail will go below minimum staffing levels to accommodate an officer working a department administered overtime assignment.

d. If an officer is authorized to be excused from his normal shift by the use of compensatory time, under no circumstances will premium pay be authorized to backfill the hours the original officer was excused.

e. Compensatory time used for this purpose cannot be accumulated in the same day as used. The compensatory time must be from the individual officer’s compensatory bank.

### 114.04 DEPARTMENT ADMINISTERED OVERTIME ASSIGNMENTS

(1) **GRANTS:**
A grant is awarded to the department and typically used as paid overtime to address specific situations (e.g. DUI LEAF grant is overtime money dedicated to DUI enforcement). A grant is another type of secondary employment. Pay for grant assignments appear on an officer’s paycheck.

All grants are processed in TeleStaff and appear on the roster. There is a roster view titled “Grants” that displays the active grants.

Officers place themselves on the job roster. Grants, like off-duty jobs, require approval by the officer’s supervisor. The second approval occurs when a command officer reviews off-duty/grant hours worked by his/her personnel. Command officers have the option of adding their badge number to off-duty and grant work codes.
The Grant Coordinator is responsible for recording actual hours worked on the officer’s calendar.

(2) **NON-GRANT DEPARTMENT PAID SECONDARY EMPLOYMENT:**
This secondary employment encompasses department paid off-duty jobs (paid by the city) that are not a grant. The officer’s payment is included in the department paycheck. All off-duty jobs are processed in TeleStaff and appear on the roster. Standard procedure requires that officers place themselves on the off-duty job on the department paid off-duty roster. There may be circumstances where a supervisor places the officer on the job, i.e. an emergency request. If you don’t find the job in this roster view, check the “Grants” roster.

As with all secondary employment, this job must be approved by a supervisor before the officer works the job.

If the actual hours worked for a department paid off-duty job differ from the scheduled hours, the actual hours are to be adjusted in TeleStaff. Officers may be asked to submit the “Officers Overtime Authorization” slip to the on-site supervisor or job supervisor. The supervisor will enter the actual hours worked in TeleStaff.

(3) **ADMINISTRATION OF DEPARTMENT PAID OVERTIME ASSIGNMENTS:**
All department paid overtime assignments will be administered under the direction of the commander whose division has primary responsibility for the assignment.

(4) **PRIORITIZATION OF ELIGIBLE OFFICERS:**
Prioritization of eligible officers will be made according to assignment, expertise or training required, as determined by the affected commanders (or their designees). Appropriate measures will be taken to ensure consistency of work rules if more than one bureau, district, division, or section is involved in carrying out the assignment.

(5) **UNsuitable PERFORMANCE BY OFFICERS:**
Incidents of unsuitable performance by officers working paid overtime assignments (absence, tardiness, improper equipment, etc.) will be documented and may result in an officer being excluded from future overtime assignments administered by the department.

(6) **USING ACCUMULATED COMPENSATORY TIME:**
Officers may use accumulated compensatory time to be excused early from their normal work shifts to work department administered overtime assignments. Officers must follow the guidelines found in OMS 114.03(7).

(7) **SPLITTING OF SHIFTS PROHIBITED:**
No splitting of shifts will be allowed to accommodate a department administered overtime assignment.
117.01 BILL OF RIGHTS (SWORN OFFICERS ONLY)

(1) EXERCISING RIGHTS:
No officer will be disciplined or discriminated against with regard to his/her employment, or be threatened with any such treatment, by reason of his/her exercise of the rights granted in this Police Officer’s Bill of Rights.

(2) DISCRIMINATION:
Police officers will not be discriminated against or penalized in regard to their employment because of actual or perceived race, color, creed, national origin, ancestry, sexual orientation, physical or mental disability, age, gender/sex (including pregnancy, childbirth, or caregiver status), marital status, military status, religion, political affiliation, or any other basis protected by federal, state, or local law or regulation or for any reason not related to performance or the ability to perform as professional police officers.

(3) NOTIFICATION:
No officer will have any comment adverse to his/her interest entered in the Performance Evaluation System or personnel file without having the opportunity to read and sign the instrument containing the comment. The officer may, within thirty (30) days of learning of the adverse comment, file a written response to be attached to the adverse comment.

(4) PRIVACY:
No locker or other space for storage that is provided by the department and assigned to an officer will be searched except:
- in the officer’s presence, or
- with the officer’s consent, or
- unless a valid search warrant has been obtained, or
- when notification has been made that a search will be conducted.

(5) POLITICAL ACTIVITIES - GENERAL:
No officer will be prohibited from engaging in political activities, except for those restrictions provided by law and departmental procedures governing off-duty employment and except when on-duty or when acting in his/her official capacity, provided such activities do not impede or impair the efficient operation of the department.

a. No officer while seeking or holding any political office will appear in that capacity in the Denver police uniform or use his/her position as an officer to gain political office or carry out the duties thereof.

(6) INTERNAL INVESTIGATION COMPLAINTS:
An officer under internal investigation will be informed of the general nature of the investigation as soon as practical after the complaint has been received. This provision will not apply to a complaint/investigation that would be jeopardized by such notification.

a. Officers subject to an internal investigation will be permitted to read the written complaint summary prior to being required or compelled to make a verbal or written statement concerning the matter under investigation. The complainant’s name will not be deleted from the complaint summary unless the disclosure of such information would jeopardize the ongoing investigation.

b. All officers who are the subject of an internal investigation, may at their option, be accompanied to the administrative interview by an immediately available observer of the officer’s choice. The
observer chosen must be able to attend the interview within a reasonable period of time. 

No interview will be conducted unless the requested observer is present. During the interview, however, the observer may only act as a witness to the proceedings. The observer may be excluded if his/her behavior becomes disruptive to the interview. This section is intended to apply to investigations initiated by the Internal Affairs Division or any formal investigation initiated by an officer’s supervisor. It is not intended to interfere with normal inquiries and counseling sessions conducted by an officer’s supervisors.

1. Any witness to the alleged offense or violation will not be permitted to act as an observer for the officer under investigation.

2. If a Denver police officer is selected and agrees to act as an observer, he/she will not be required to disclose, nor be subject to any punitive action for refusing to disclose, any information of a NON-CRIMINAL nature received from the officer under investigation. Information regarding criminal acts is not privileged and must be disclosed by a police officer acting as an observer.

c. Any officer contacted by the Internal Affairs Division with regard to providing a statement or other information will be advised, prior to the interview, as to his or her status with reference to the matter under investigation, that is, whether or not the officer is being questioned as a witness or as the subject or possible subject of an internal investigation.

d. An officer called for a subsequent internal investigation interview will be afforded the opportunity to review all of his/her prior statements, whether written, sound or video recorded, prior to being asked any further questions.

e. Internal investigation interview sessions will be conducted for reasonable periods, and will be timed to allow for such personal necessities and rest periods as are reasonably necessary. At a minimum, at the officer’s request, there will be one (1) five-minute (5) break in each hour of interview. The times of all such breaks, as well as the beginning and ending times of the interview, will be noted in the reports/recordings of the interview.

f. Whenever an officer is interviewed pursuant to an internal investigation, the interview documents, including written reports and/or sound or video recordings, will contain the names of all persons present during the course of the interview and the date, time, and times of the breaks during the course of the interview will also be included:

1. Upon request, the officer interviewed will receive a copy of his/her statements.

2. An officer will be allowed to sound record the interview, provided that the Internal Affairs Division is permitted to make a copy of the recording.

g. Unless immediate action is required, the internal investigation interview will be conducted at a reasonable hour, preferably during the officer’s normal work shift.

h. All internal investigation interviews will be conducted in a private setting, if at all possible.

i. All investigations conducted by the Internal Affairs Division should, if possible, be performed by an officer of the next rank higher than that person being investigated. Ideally, all investigating officers should have investigative experience or skills and prior supervisory experience.

j. Officers under investigation by the Internal Affairs Division will not be compelled to submit to a polygraph. An officer under investigation may, of his/her own volition, request to undergo a polygraph examination. If a polygraph is to be conducted at the officer’s request, prior approval by the Chief of Police will be required.

k. Prior to an officer being questioned regarding any incident that could result in departmental violations or criminal charges, the person conducting the internal investigation interview will make a decision to give the officer either the Miranda warning, when law violations are suspected, or the administrative advisement pursuant to internal investigation. If during questioning under the
administrative advisement pursuant to internal investigation it is suspected that the officer may be involved in a law violation, the interviewer will cease questioning and give the Miranda warning.

I. No officer being interviewed will be subjected to offensive language or threatened in any manner, either physically or psychologically, except that an officer refusing to respond to questions will be informed that failure to answer questions directly related to the investigation may result in disciplinary action.

(7) **PERSONNEL FILES:**

By appointment, all officers may review the contents of their personnel file. Officers have the ultimate responsibility for ensuring that their files are complete, current, and accurate in terms of personal information and commendations. Officers should review their files on an annual basis, at minimum, to verify the contents.
117.05 DEPARTMENT OF SAFETY EEO POLICY (SWORN AND CIVILIAN)

(1) POLICY AND DECLARATION:

It is the policy of the Department of Safety that its employees (both Career Service and sworn), contract employees, temporary workers, and applicants for employment have a right to be free of discrimination, harassment, and retaliation based upon actual or perceived race, color, creed, national origin, ancestry, sexual orientation, physical or mental disability, age, gender/sex (including pregnancy, childbirth, or caregiver status), marital status, military status, religion, political affiliation, or any other basis protected by federal, state, or local law or regulation.

(2) CONDUCT PROHIBITED:

Examples of conduct that could violate this policy include, but are not limited to:

a. Verbal conduct such as epithets, derogatory comments, slurs, unwanted sexual advances, invitations, or comments;
b. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
c. Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work directed at a person because of a protected basis;
d. Threats or demands to submit to sexual requests in order to keep a job or avoid some other negative consequence, and offers of job benefits in return for sexual favors;
e. Basing an employment decision (such as hiring, promotion, discipline, pay increase, job assignment, or termination) on any of the protected categories identified above; and
f. Retaliation for good faith reporting, opposing, or otherwise participating in a complaint or investigation process concerning potential violations of this policy.

(3) NOTIFICATION OF OFFENSIVE BEHAVIOR:

Individuals who believe they are being subjected to prohibited discrimination or harassment are strongly urged to make it clear to the offending employee that such behavior is offensive and should be discontinued unless the individual experiencing the alleged misconduct is uncomfortable communicating that to the offending employee.

(4) REPORTING PROCEDURES:

a. All Department of Safety employees are required to promptly report potential violations of this policy so that appropriate actions may be taken, subject to the confidentiality requirements of agency peer support programs. Potential violations should be reported to any of the following:

   1. Any supervisor in the reporting employee’s or offending employee’s agency or work unit, inside or outside the chain of command;
   2. The Internal Affairs Division for the reporting employee’s or offending employee’s agency (available twenty-four hours per day, seven days per week);
3. The Safety Human Resources Division for the reporting employee’s or offending employee’s agency;
4. The Executive Director of Safety’s EEO Coordinator; and/or
5. The Career Service Employee Relations Unit.

b. Nothing in this policy precludes an employee or applicant from contacting or filing a charge of discrimination or claim with an external agency such as the Equal Employment Opportunity Commission or the Colorado Civil Rights Division. Consultation with a peer support or employee group representative will not constitute reporting of a potential policy violation, nor will it be considered legal knowledge or notice to the city or Department of Safety.

c. A report or complaint of discrimination, harassment, and/or retaliation may be made verbally or in writing. Anonymous reports/complaints will also be accepted and evaluated for further investigation. Any person reporting a potential violation of this policy or otherwise participating in the complaint or investigation process should understand that confidentiality will be maintained to the extent possible but that absolute confidentiality and anonymity cannot be guaranteed.

(5) MANDATORY ACTION:
Supervisors and managers who become aware, by any formal or informal means, of possible discrimination, harassment, or retaliation must take prompt, reasonable actions to stop the prohibited behavior. Additionally, supervisors and managers must promptly report any information concerning the possible prohibited behavior to the Executive Director of Safety’s EEO Coordinator and their agency head. Supervisors or managers who serve as employee group representatives or peer support officers are subject to applicable confidentiality agreements and notice to such individuals while acting in their peer support capacity will not constitute reporting or notice to the agency, Department of Safety, or city.

(6) ZERO TOLERANCE:
The Department of Safety maintains “zero tolerance” regarding violations of this policy, meaning the department will not knowingly tolerate acts of discrimination, harassment, or retaliation.

a. Allegations about potential violations of this policy will be taken seriously and the department will promptly undertake reasonable steps to address all allegations of discrimination, harassment, or retaliation. If an investigation is deemed necessary, it will be conducted promptly, thoroughly, and impartially.

b. Appropriate actions may include, but are not limited to, discipline (up to and including termination), training, mediation, or other effective remedial action commensurate with the severity of the offense and any such actions will occur as soon as practicable for even a single violation of the policy.

(7) RETALIATION IS STRICTLY PROHIBITED AGAINST EMPLOYEES WHO HAVE IN GOOD FAITH:

a. Opposed conduct that potentially violates this policy, including but not limited to making a complaint or protest on behalf of another individual;

b. Reported conduct that the employee experienced or observed and reasonably believes to constitute a potential violation of this policy;

c. Assisted or participated in an investigation, claim, lawsuit, or hearing concerning a complaint of discrimination, harassment, or retaliation. This includes but is not limited to making a report or complaint, or providing a witness interview during an investigation.

(8) RETALIATION DEFINED AS:
Retaliation is conduct taken against an employee or applicant because the employee or applicant has engaged in any of the above listed protected activities.

a. Retaliation can include but is not limited to such acts as disciplining an employee, giving an employee a negative performance evaluation, refusing to recommend an individual for a benefit
for which he or she qualifies, giving an employee a less desirable job assignment, spreading rumors about an individual, encouraging hostility from coworkers, and escalating harassment.

b. Any department of safety employee engaging in or encouraging retaliation may be subject to appropriate actions, including but not limited to discipline (up to and including termination), mediation, or training, even for a single offense.

117.06 PROTECTED INFORMATION (SWORN AND CIVILIAN)

(1) RETALIATION PROHIBITED:

It is the policy of the Denver Police Department to encourage the disclosure of information regarding the violation of any rules, regulations, or laws by any city employee. No employee of the Denver Police Department will retaliate in any manner against another employee or civilian witness for disclosure of such information to a police investigator, city official, governmental agency, chief’s hearing, use of force review board, tactics review board, Denver Office of the Independent Monitor, citizen oversight board, Denver Executive Director of Safety EEO Coordinator, Denver Career Service Board, any Denver Career Service Board hearing officer, the employee’s appointing authority, Denver Civil Service Commission, and Denver Civil Service Commission hearing officer, or the Denver City Board of Ethics. No employee of the department will intimidate or attempt to deter another employee or civilian witness from disclosing such information. All such disclosures must be made in good faith and with reasonable cause to believe in the truthfulness of the information disclosed.

(2) PROHIBITED CONDUCT:

Any conduct in violation of this policy is prohibited and will subject the employee to appropriate discipline.

(3) INFORMATION DISCLOSURE:

Any disclosure of information made in bad faith, or without reasonable regard for the truthfulness of the information disclosed, or in violation of a prohibition recognized by law, rule, or regulation, may subject the employee making the disclosure to appropriate discipline.

117.07 INVESTIGATION GUIDELINES (SWORN AND CIVILIAN)

(1) PROCEDURES – SWORN OFFICERS AND SWORN/CS EMPLOYEE COMBINATION:

If the subject of an investigation is a sworn officer or if subjects of the same complaint/investigation are a combination of sworn officers and civilian employees:

a. All allegations of a violation of law or department policy will be thoroughly investigated by the Internal Affairs Division (IAD) in accordance with section 503.01. Disciplinary actions for civilian employees are handled by the Safety Human Resources Division.

b. All allegations against sworn officers of discrimination, harassment, or retaliation based on a category protected by law or department policy will be thoroughly investigated by the Internal Affairs Division and the Executive Director of Safety’s EEO Coordinator.

c. The Commander of IAD must advise the Chief of Police of all complaints of discrimination, harassment, or retaliation, including anonymous complaints, within seventy-two (72) hours of receipt of the complaint.

d. All complaints of discrimination, harassment, or retaliation will be given an IAD case number.

(2) PROCEDURES – CS EMPLOYEES:

If the subject(s) of an investigation is/are solely civilian employee(s):

a. All allegations of a violation of law will be thoroughly investigated by the Internal Affairs Division. Disciplinary actions for civilian employees are handled by the Safety Human Resources Division.
118.01 POLICY STATEMENT

(1) The City and County of Denver has been, and remains, committed to the protection of civil rights and liberties for all people as expressed in the United States and the Colorado Constitutions.

(2) The Denver Police Department respects and values public safety intelligence gathering as an indispensable part of law enforcement and of national security. However, such information must be regularly and rigorously examined to ensure compliance with OMS 118.03 and state and federal constitutional and statutory provisions. No information on any individual, group, or organization will be entered into the criminal intelligence database solely because of their political views, religion, social views, associations, or expressive activities.

118.02 BIASED POLICING

(1) PURPOSE

a. To reaffirm the Denver Police Department’s commitment to unbiased policing;

b. To reinforce procedures that serve to maintain public confidence by providing services and enforcing laws in a fair and equitable manner; and

c. To remind officers of “probable cause” and “reasonable suspicion” criteria.

(2) BIASED POLICING DEFINITION:

“Biased policing,” means the practice of singling out or treating differently any person on the basis of characteristics, traits, attributes or statuses identified in OMS 118.02(3).

(3) POLICY

a. The policy of the Denver Police Department is to respect every person’s:

   1. Right to equal protection under the law;
   2. Right not to be deprived of life, liberty, or property without due process of law; and
   3. Right to free speech and freedom of association under the First Amendment of the United States of America.

b. It is also the policy of the Denver Police Department that, as required by the Fourth Amendment of the U.S. Constitution and Article II, Section 7 of the Colorado Constitution, all of the following police-initiated actions must be based on a standard of reasonable suspicion or probable cause to believe that a crime has been committed or is about to be committed by the person who is the subject of the detention or stop:

   1. All investigative detentions, traffic stops and arrests; and
   2. All searches (absent consent) of persons and/or property.

In order for officers to support a determination of probable cause or reasonable suspicion for an arrest, investigative detention or traffic stop, officers must be able to articulate specific facts, circumstances and conclusions that justify the arrest, detention or stop. Officers are required to consider whether the particular suspect could reasonably have been involved in the suspected crime.

Furthermore, officers will not make routine or spontaneous law enforcement decisions (e.g., ordinary traffic stops, pedestrian stops, other stops or detentions, or decisions to request consent to conduct searches) based upon to any degree a person’s race, ethnicity, national origin, age, religion, gender, gender identity, or sexual orientation unless these characteristics, traits,
attributes, or statuses are contained in suspect descriptions that have been provided to officers. Profiling or discriminating on the basis of these characteristics, traits, attributes, or statuses is prohibited.

In taking police actions, officers may never rely on generalized stereotypes but may rely only on specific characteristic-based information. In other words, officers may take into account a specific suspect’s reported characteristics, traits, attributes, or statuses listed above in the same way they would use specific information regarding height, weight, etc., about specific suspects.

c. Traffic enforcement and pedestrian contacts are routinely performed by officers. For the motorist or pedestrian who is stopped, this exchange occurs with less frequency and is often perceived as an emotionally upsetting experience. Officers should be aware of this and should strive to make each contact educational, while performing the necessary task in a fair, professional and friendly manner. In doing so, the contacted individual is hopefully left with a clear understanding of why the officer made contact and a better understanding of law enforcement practices.

(4) BUSINESS CARDS:

a. Officers will provide, without being asked, a business card to any person whom the officer has detained in a traffic stop, if that person is not issued a traffic summons, written courtesy traffic warning, or arrested. There is no such mandate on pedestrian stops other than those stated in OMS RR-129, Giving Name and Badge Number. By statute, the business card must contain the officer’s name, badge number, assignment, and the following information:

Positive Comments or Complaints – (720) 913-6665

b. The department will provide officers with personalized business cards containing the required information, however, should the officer not have a business card in their possession, he/she is to legibly write the aforementioned information on a piece of paper, which will be given to the individual when required by policy. Business cards printed at the officer’s personal expense must contain the information required by statute.
119.03 AUTOMATED LICENSE PLATE READER SYSTEM

(1) GENERAL INFORMATION:

The Denver Police Department authorizes the use of Automated License Plate Reader (ALPR) technology to automatically detect vehicle license plates and to gather data associated with those plates. ALPR systems and all associated databases are the property of the Denver Police Department and all access to, or utilization of ALPR data and/or equipment is restricted to official law enforcement purposes.

a. The ALPR system is administered by the Investigative Technology Section.
b. The ALPR system utilizes a NCIC/CCIC hotlist obtained from the Colorado Bureau of Investigation. The Investigative Technology Section, in conjunction with Technology Services, will ensure the database is updated a minimum of 5 times in a 24-hour period.

c. All authorized users must successfully complete all approved ALPR training prior to operating the ALPR system and/or accessing any database information.

(2) System Operation:

a. Officers operating a vehicle equipped with ALPR technology must log into the system. The ALPR system is updated with the most current hotlist available from the Back Office System Server (BOSS) upon the initial login and the software will subsequently and automatically update throughout the shift so long as the officer remains logged into the system.

b. When notified of an ALPR alert, officers must visually confirm the plate against the captured image and verify the validity of the alert through Denver 911 or the MDT. This confirmation must be completed prior to any law enforcement action.

c. When a vehicle stop is made as a result of an ALPR alert notification, officers are required to enter a disposition relating to the vehicle stop in the ALPR software.

d. The ALPR cameras mounted to a vehicle are not adjustable. Officers will not try to move or reposition the cameras. If there is reason to believe the camera is out of alignment, the vehicle will be taken to the Electronic Engineering Bureau, the Fleet Management Section or the Investigative Technology Section. The three aforementioned are the only areas authorized to make adjustments to the equipment that supports the ALPR.

e. Problems with the ALPR software must be addressed by the Electronic Engineering Bureau.

(3) Data Retention and Information Sharing:

a. ALPR data will be retained for a period of 364 days, except for any data deemed as evidence in a criminal investigation or if the department has been given official notice of a claim filed. Investigating officers are responsible for collecting and securing any data as part of a criminal investigation and ensuring the information is retained as part of the investigation.

b. The release of ALPR database information to anyone other than a law enforcement agency is strictly prohibited and the initiation of such must come in the form of an official request to the department.

c. Officers sharing ALPR database information with another law enforcement agency may do so only for the purpose of an official investigation. However, if the requesting agency requires an official record of any information contained within the database, they will be directed to the Investigative Technology Section so that the request is documented and the information is properly released.

d. Any direct ALPR database connection, for the purposes of sharing ALPR database information with another law enforcement agency, will be administered by the Investigative Technology Section and must be approved by the Chief of Police (or designee).

119.04 Body Worn Camera Technology

(1) Purpose:

The body-worn camera (BWC) is an “on-the-body” audio and video recording system assigned to an officer as an additional means of documenting specific incidents in the field. The purpose of this policy is to establish procedures related to the use, management, storage and retrieval of the data stored on the department-issued BWC. Specific uses of the BWC are:

a. To capture crimes in-progress, whether perpetrated against the officer or the community and to maintain this evidence for presentation in court.
b. To document initial police response, the discovery of evidentiary items and the actions of the police pursuant to an investigation including calls for service or self initiated police contacts.
c. To mitigate potentially confrontational interactions with members of the public through the presence of the BWC.
d. To prevent and resolve complaints made against officers during the course of their police duties.
e. To serve in training and performance feedback, ensuring the professionalism of all Denver Police officers.

(2) Definitions:

BUFFERING Mode: The BWC continuously loops a video recording for up to 30 seconds before the recording is started by the officer. While buffering, video only (no audio) is being recorded.

EVENT Mode: Once activated by pressing the EVENT button, the BWC saves the recorded buffered video and continues to record both audio and video.

Evidence Transfer Manager (ETM): Docking unit used to recharge and upload previously recorded audio and video (stored media) from the BWC. The ETM automatically transfers all stored media to evidence.com.

Evidence.com: An online, cloud-based digital media storage repository. All media is stored in a highly secure environment, accessible only by authorized personnel.

BWC System Administrator: The Investigative Technology Section is the BWC system administrator and they will maintain the integrity and efficiency of the data management and file retention systems.

(3) Policy:

There are many situations where the activation of the BWC is appropriate and/or required and this policy is not intended to describe every possible circumstance. It is understood that not all situations will clearly start out as necessitating documentation by the BWC nor will all recorded events have a clear ending for when the BWC is no longer required. Officers are expected to follow departmental policy and procedure, utilizing ethical and legal discretion as well as good judgment when activating and deactivating the BWC.

The Denver Police Department will assign BWC systems to officers and corporals in line assignments. The assignments include patrol officers and corporals assigned to all six (6) police districts, the Gang Unit, the Traffic Operations Section and the Airport Division.

The Denver Police Department recognizes there are certain circumstances where officers in a proactive (non-dispatched) capacity may become involved in a situation requiring immediate action to prevent injury, make an arrest and/or prevent the destruction of evidence or escape. When these situations occur, officers must activate the BWC, unless doing so places them or others in jeopardy. If the immediate activation of the BWC is not feasible due to an immediate risk to the safety of the officer or others, the officer will activate the BWC at the first available opportunity after the immediate threat has been addressed.

a. Required Activation
   1. All officers will place the BWC into EVENT mode after being dispatched and prior to arriving to the following calls for service and prior to any officer initiated contacts involving actual or potential violations of the law including:
      a. Traffic stops
      b. Pedestrian, citizen and/or vehicle contacts
      c. All calls requiring the presence of a Crisis Intervention Team (CIT) officer
      d. Reported weapons calls
      e. All calls involving suicidal individuals
      f. When engaging in a foot chase (if the BWC was not placed in EVENT mode
prior to the foot chase, officers are required to place the BWC into EVENT mode as soon as the situation has stabilized and it is safe to do so.

g. Any encounter that becomes adversarial
h. When engaging in a forced entry
i. To assist in documenting warrantless or consensual searches of individuals, vehicles, buildings and other places
   - The BWC will be utilized to record the request and consent. This recording is intended to enhance a documented consent; it is not intended to replace the use of the Consent to Search form (DPD 272).
   - The existence of the recorded request will be documented in the officer’s statement.
   - The BWC can be used to record the search itself.

j. To assist in documenting an individual’s Miranda Advisement
   - The BWC will be utilized to record the advisement and the subject’s responses when practical. This recording is intended to enhance a documented consent. It is not intended to replace the use of Juvenile Advisement/Waiver Form (DPD 102) or the Advisement form (DPD 369).
   - The existence of a recorded advisement will be documented in the officer’s statement.

k. All arrests and/or citations
l. Any situation that the officer believes the use of the BWC would be appropriate or would provide valuable documentation if not already activated per policy

2. Once placed in EVENT mode, the BWC will remain on and not be turned off unless the initial incident that caused the activation has stabilized; upon request of the victim; or as ordered by a supervisor. For the purposes of this section, an incident is considered stabilized when the initial police response or exchange of communication related to police enforcement activities has transitioned to a controlled and orderly investigation.

   a. Officers will document the reason that the BWC has been deactivated in the form of a recorded announcement on the BWC prior to deactivation.

   b. If an officer is on a perimeter post or assigned to a static post where he/she is not in contact with citizens, involved in an enforcement action or actively part of the investigation, then he/she may deactivate the BWC to conserve battery life. The BWC will be reactivated if any of these fail to apply.

   c. Once the situation has stabilized, if it is necessary to discuss issues or concerns with an officer, supervisor, doctor, nurse or paramedic in private, or if the information to be conveyed is not part of an investigative case, the BWC may be switched to BUFFERING mode. As soon as the private conversation is completed, the BWC will be returned to EVENT mode so long as the situation still falls under the definition of required use. Officers are reminded that when the BWC is placed back to EVENT mode, the prior 30 seconds of video (no audio) will be saved.

b. Restricted use of the BWC system and/or stored media

   1. Officers will only use a BWC that has been approved and issued by the Denver Police Department. The use of personal video and/or audio
recorders is prohibited.

2. All audio, images and media associated with the BWC are the property of the Denver Police Department and these items are not to be copied, released or disseminated in any form or manner outside the parameters of this policy without the expressed written consent of the Chief of Police. Under no circumstances will any employee of the Denver Police Department make a personal copy of any recorded event without the written consent of the Chief of Police (e.g. using a cellular telephone or other recording device to record BWC media). Lead investigators may create a secondary copy of a BWC recording subsequent to an official investigation and will ensure that the copy remains attached to the case file.

3. Under no circumstance, except those instances involving an investigation of department personnel, will a conversation between department employees be recorded without all parties to the conversation being aware of the fact that it is being recorded. Conversations that are not required to be captured as evidence in the furtherance of completing a police report and/or subsequent police investigation will not be recorded.

4. The BWC will not be activated in places where a reasonable expectation of privacy exists (such as detox, medical, and/or healthcare facilities, locker rooms or restrooms, etc.) unless the activation is for the purpose of official law enforcement activity such as a call for service or if the activation is required policy.
   a. Officers will only use the BWC in patient care areas of a healthcare facility and/or ambulances when the recording is for official purposes and caution should be used to record only the parties involved in the event being investigated.

5. Officers will generally not activate a BWC while on the grounds of any public, private or parochial elementary, middle or high school, unless required by policy (e.g. call for service, class 2 action, etc.).

6. Officers will not record confidential informants.

7. Prior to conducting a strip search, the officer will record a 360-degree video of the location where the strip search will be conducted. During the actual strip search, the BWC will be utilized to only capture audio of the event by positioning the camera away from the individual to be searched (see OMS 104.01(8) for authorization).

8. Officers are not authorized to playback BWC recorded media for citizen viewing.

9. No personal use is allowed.

(4) OFFICER RESPONSIBILITIES:
   a. Officers will not use the BWC system or evidence.com until they have successfully completed the required training.
   b. Officers will ensure the following when assigned a BWC at the beginning of each shift/tour of duty:
      1. Officers are responsible for the care and maintenance of the BWC assigned to them. The BWC is to be operated and maintained according to the manufacturer’s instructions and recommendations. If an officer has BWC equipment that is not functioning or appears to be damaged/broken, they will immediately notify their supervisor.
      2. The BWC will be properly affixed upon the officer’s uniform in accordance with departmental regulations and manufacturer’s guidelines. The camera will only be mounted on the officer’s uniform with the department approved collar, helmet, head and sunglass mounts. Any modification to the BWC unit or mounting is prohibited. Each officer will ensure that their camera is positioned correctly and verify the camera
position by use of the viewer. The BWC will be worn for the entire shift.

3. Under normal operation, the BWC’s audible alert signal must remain in the ON position. The audible alert signal may be muted for tactical situations; however the audible alert signal must be immediately reactivated at the conclusion of the tactical portion of the incident.

4. In order to record all situations required by this policy, the officer must maintain the BWC in a constant state of operational readiness. Operational readiness means that the BWC has adequate battery life/available storage, remains properly affixed to the officer’s uniform and is set to BUFFERING mode.

c. Officers will document the use of the BWC within reports, citations, log sheets, arrest book-ins, and/or street checks within the first line of any text entry.

d. Officers are encouraged to notify the public that the BWC is activated and recording. Under most circumstances, notification has shown to diffuse incidents. However, there may be times that this is impractical or that the notification could diminish lines of communication. Officer discretion should be utilized and generally favor notification over non-notification.

1. Officers should notify crime victims and persons wanting to anonymously report a crime that they are being recorded as soon as it is safe to do so.

2. Unless use of the BWC is necessary for an officer’s safety, the safety of others, or to ensure an accurate account of an event, when a person wants to anonymously report a crime or assist in an ongoing investigation, the officer will ask the person if they want the officer to discontinue use of the BWC. If the person states yes, the officer will immediately announce the reason for the deactivation and turn off the BWC.

3. When persons who are recorded request anonymity, officers will note this in written reports and make a verbal statement for the BWC.

e. Officers are authorized to review their own BWC recording when preparing official written documentation of a specific event. Officers may only review recordings from their assigned BWC. The viewing will be utilized as a tool when completing written reports to ensure accuracy. The following are exceptions to the above:

1. If the officer is involved in (or witness to) a use of force incident that per policy requires the response of an Internal Affairs Division investigator, the officer may be authorized to view their BWC recording after the Internal Affairs Division investigator has been consulted. The viewing of any BWC recording will only be permitted after receiving authorization from the Internal Affairs Division investigator acting under the direction of the commander of the Internal Affairs Division.

2. If the officer is involved in (or witness to) a critical incident such as a police shooting, an in-custody injury resulting in death or other critical incident as defined in the Operations Manual, the officer is authorized to view their BWC recording only after the approval of the commander of the Major Crimes Division (or designee).

f. Officers will appropriately tag each recorded video.

1. I.D. section: The recording officer will enter the GO/CAD number in the following format:
   
   Two digit year – GO/CAD number (e.g., 15-123456)

2. Category section: The officer will select the most appropriate category from the drop down menu.
   - Death Investigation: Homicide, Known/Unknown Dead, In-Custody Death, Arson Investigation resulting in death, Vehicular Homicide, Hit and Run
resulting in death. This category includes the attempt of any of the listed crimes.

- **Sex Assault on a Child:** Sex Assault on a Child. This category includes the attempt of the listed crime.
- **Missing Person/Kidnapping:** Missing Person and Kidnapping. This category includes the attempt of the listed crimes and excludes runaways.
- **Sexual Assault:** Sexual Assault. This category includes the attempt of the listed crime.
- **Felony – Other:** Robbery, Felony Assaults, Arson not resulting in death, Child Abuse, Burglary, Felony Theft, Auto Theft, Theft from Motor Vehicle and any other felony crime not designated under any other listed/available category.
- **GO Created:** Any misdemeanor crime, any time a GO report is created, a citation is issued or an arrest occurs that does not fit under any other listed category. This category includes both state misdemeanors and municipal violations.
- **Fraud/Forgery – Fraud and Forgery:** This category includes the attempt of the listed crime.
- **Private –** This is a secondary category to be used in conjunction with any of the other listed categories. This category should only be added at the direction of an investigative or supervisory officer.
- **Non Event – All Other:** All contacts that do not result in an arrest or citation being issued, does not result in a GO report and does not fit any other listed category. (e.g., neighbor disputes, street checks, traffic warning, accidental activation)

3. **Title section:** If a use of force occurred, the officer will enter “UOF”. If an arrest occurred, the officer will enter “ARST”.

- Officers are encouraged to enter additional useful information in the Title section. An example would be the location of the incident and/or the suspects name and date of birth. This is not required, however it is strongly encouraged.

g. Prior to going off-duty, officers will place the BWC into the Evidence Transfer Manager (ETM) for charging and uploading of all stored media to evidence.com. The BWC will not be removed from the ETM until the media has been fully uploaded and the battery is fully recharged.

h. Officers who have been issued a BWC will wear them while working department paid off-duty when the job starts and ends at their home assignment. Examples include backfill, OTTC, traffic and DUI grants.

**INVESTIGATIVE RESPONSIBILITIES:**

a. Investigators will not use the BWC system or evidence.com until they have successfully completed the required training.

b. When assigned a case for investigation, the assigned investigator will:

1. Determine the identity of all involved officers.
2. Search evidence.com for any associated BWC media, using multiple search parameters in order to verify that they have located all relevant files.
3. Create a digital media file “folder” within evidence.com. The investigator will add all relevant/associated BWC media into the folder.
4. Verify the accuracy of the category section, ensuring it is in accordance with the correct Colorado Revised Statute. If the category section is incorrect, the investigator is responsible for entering the correct category (see section (4)f).

5. View all of the applicable BWC media and will notate in their supplemental report that BWC media does exist.

(6) **SUPERVISOR RESPONSIBILITIES:**

a. Supervisors will not use the BWC system or evidence.com until they have successfully completed the required training.

b. When an incident arises that requires the immediate retrieval of BWC media for chain of custody purposes (including, but not limited to: serious crime scenes, officer involved shootings, critical incidents or other incidents as determined by policy/supervision) a supervisor will respond to the scene and ensure the BWC remains affixed to the officer in the manner it was found and that the BWC data remains uncompromised. Through direct and uninterrupted supervision, the supervisor is responsible for the care and custody of the BWC until it has been removed and secured by the lead investigator.

c. Supervisors are required to review BWC media under the following circumstances and/or when the following reports are generated.
   1. Use of Force Report (DPD 12)
   2. Injury While in Custody and Injury Prior to Arrest Report (DPD 12I)
   3. Forced Entry Report (DPD 460)
   4. The supervisor is investigating a specific act of officer conduct.
   5. The officer has been placed on a performance improvement plan to address identified behavioral or performance deficiencies.
   6. BWC media can be reviewed for both commending and counseling officers.
   7. Requests to review BWC recordings outside of these parameters must be made to and approved by the officer’s commander or above.
   8. The aforementioned is not meant to limit or restrict the Department’s review as part of an official investigation.

d. Documentation will include whether the BWC media was reviewed and a synopsis of what is contained in the video footage. If an incident did not generate any BWC media or if the BWC media has no value, supervisors will document why and the circumstances.

e. When a supervisor is notified of a malfunctioning camera, the supervisor will ensure that the camera is operational prior to deploying the camera. If the supervisor is unable to deploy the camera, the BWC Program Administrator will be notified.

f. All officers, with the rank of lieutenant or higher, will have access to view BWC media in evidence.com for the officers assigned to their respective assignments, except for cases that have restricted access. All viewing of BWC media in evidence.com is documented in an online audit trail.

g. Supervisors will ensure that every officer has turned in their assigned BWC prior to going off-duty.

(7) **BWC SYSTEM ADMINISTRATOR RESPONSIBILITIES:**

The BWC system will be administered through the Investigative Technology Section, they are responsible for:

a. Ensuring that officers are trained in the use of the BWC system and equipment prior to issuance.

b. Ensuring that the BWC equipment meets the standards and requirements of the Denver Police Department.
c. Providing administrative support with regard to the BWC system.
d. Assigning personnel for the purpose of “sharing” BWC digital media evidence with both the District Attorney’s and the City Attorney’s Office. All requests for evidence will be in writing from the respective agency.
   1. Requests from the District Attorney’s Office:
      • All BWC digital media evidence will be shared with the District Attorney’s Office once cases have been accepted for filing in court. This includes privatized and restricted access video.
      • Personnel will locate the BWC digital case folder that was created by the investigator in evidence.com and “share” the BWC digital case folder with the currently approved District Attorney’s Office user group identified within evidence.com.
      • Any subsequent BWC digital media evidence will be added to the case folder and shared with the District Attorney’s Office.
   2. Requests from the City Attorney’s Office
      • These incidents are typically not investigated by a detective or other investigator and the BWC digital media folder needs to be created (see section 5(b) above). The BWC media needs to be added to the newly created digital media case folder and then “shared” with the currently approved City Attorney’s Office user group identified within evidence.com.

e. Assisting in data collection reporting. These reports include, but are not limited to, monthly usage audits, video storage audits, viewing audits and other audits as requested.
f. Providing technical support for malfunctioning BWC equipment and facilitate all warranty repairs with the vendor.

(8) DATA MANAGEMENT AND FILE RETENTION:

a. All recorded BWC media will be uploaded and retained in evidence.com in accordance with the current retention schedule. The retention of all BWC media will comply with all applicable State of Colorado statutory requirements regarding criminal justice record management and evidence retention and will be based upon the current City and County of Denver General Records Retention Schedule. All BWC media will be purged from the system in accordance with the current retention schedule.

(9) AUTHORIZED REVIEW AND DISCLOSURE:

a. Access to all BWC stored media will be restricted to authorized users and the viewing of any BWC footage will be restricted to legitimate law enforcement or administrative purposes.
   1. BWC recordings will not be reviewed by anyone outside of the involved officer’s chain of command except as outlined in this policy. Any other review (video and/or audio) of BWC recordings must have prior approval from the Chief of Police (or designee).
   2. All officers are accountable for each BWC video/audio review and will be required to justify the reason for accessing the recording. All viewing of BWC media in evidence.com is documented with an online audit trail.
   3. BWC recordings will not be accessed for personal gain or entertainment.

b. Any request for BWC media made from outside the Denver Police Department, including other law enforcement agencies, the District or City Attorney’s Office, and/or any city agency will comply with both the records disclosure and records management policies of the department (See OMS 109.04 and 109.05).

(10) AFTER EVENT TRAINING VALUE:
When a BWC recording may have training value, the incident CAD number and a brief description of the event will be forwarded by the submitting officer through the chain of command to the Chief of Police. The Chief of Police will forward the request to the Training Section for review to determine value and relevancy of the recording for training purposes, and to ensure it conforms to current training protocol. The Chief will determine if there are any potential adverse effects of using the video.

a. The Training Section will determine the benefit of using the BWC recording versus other training curriculum and forward their recommendation to the Chief of Police.

b. The involved officer(s) will be notified when BWC recording is being considered for training use. The officer(s) may submit any concerns about the use of the video through their chain of command to their deputy chief.

c. Recordings may be used for training purposes only after any criminal case and any other administrative review is complete.

d. Recordings will not be used to embarrass or ridicule officers or the public.

**Violations:**

Failure to adhere to the recording requirements of this policy will result in the following discipline:

a. 1st violation in a 12-month period: Written Reprimand

b. 2nd violation in a 12-month period: 1 fined day

*Concurrent with the second violation, an in-depth audit of the officer’s data usage will be conducted and documented. This documentation will be forwarded to the Professional Standards Unit and will generate a formal Personnel Assessment System (PAS) review.*

c. 3rd violation in a 12-month period is considered a repeated violation and will generate a formal disciplinary case

d. Purposeful, flagrant or repeated violations will result in more severe disciplinary action. At any time during review, if deemed necessary, violations can be removed from the scheduled discipline above and transitioned to a formal investigation governed by the discipline matrix.
203.07 ACCIDENTS INVOLVING POLICE EQUIPMENT AND PERSONNEL

(1) GENERAL GUIDELINES:
When a vehicle assigned to the Denver Police Department is involved in a traffic accident, the report will be classified as a “Police Equipment” accident report.

a. See OMS 112.01(7) regarding unintentional damage (to either vehicle) resulting from a police vehicle equipped with push bumpers, pushing another vehicle.

b. A traffic accident report will be made if any damage or injury results from a collision involving a disabled vehicle being pushed by a police unit equipped with push bumpers and a person or other object.

(2) ALL ACCIDENTS INVOLVING POLICE EQUIPMENT WILL BE REPORTED AND INVESTIGATED:

a. Officers involved in motor vehicle accidents while driving police equipment will remain at the scene or within close proximity until the arrival of investigating officers, unless exigent circumstances prevent compliance with this section. The vehicles involved in the accident will not be moved unless they present a safety hazard or there is an exigent reason.

b. A supervisor will respond to the scene to ensure proper investigation procedures are followed and required notifications are made. The involved officer’s supervisor will also respond, when practical.

c. The commanding officer of the Traffic Investigations Unit (TIU) will be notified of ALL police equipment accidents. The State of Colorado Traffic Accident Report, form (DR2447), and all accompanying reports will be routed to the commanding officer of TIU. See section (6).

d. District/division commanders (or their designee) will ensure that within three (3) business days of an accident involving a police vehicle, the vehicle is taken to the police garage for the completion of an inspection, outlining necessary repairs. This written repair/damage estimate including the estimated cost of repairs will be immediately forwarded by the police garage to the City and County of Denver’s Risk Management Bureau for insurance purposes.

(3) ACCIDENT REPORTS INVOLVING POLICE EQUIPMENT WILL BE COMPLETE:

a. Police equipment reports will contain vehicle unit numbers and license plate numbers.

b. The officer’s home address will be shown as the address of his/her assignment. Officer’s home phone numbers will not be shown on the report.

c. The report will include the other driver’s insurance company and policy number when available

d. All police equipment accidents will have “DPD” entered in the agency code box on the accident report.

(4) PLACING CHARGES / FOLLOW-UP INVESTIGATION:
Traffic charges will be cited at the time of the initial investigation under the following circumstances:
a. The other driver is obviously in violation of the law. Charges are subject to the approval of the officer in charge of the investigation.
b. CS employees: See OMS 203.09(2)d.
c. Sworn personnel: OMS 203.08

5. **FATAL OR SERIOUS BODILY INJURY ACCIDENTS:**
   TIU will ensure the Denver District Attorney’s Office reviews all cases where an officer is involved in a fatal or serious bodily injury accident. Officers that are determined to be at fault in accidents involving serious bodily injury/death to any involved party, where the district attorney’s office determines criminal charges are warranted, will be issued a summons or criminally processed for the appropriate violation in coordination with TIU and the Internal Affairs Division. At the conclusion of the investigation, the case will be processed through the Conduct Review Division. The criminal case will be in addition to any discipline administered through the point assessment scheduled discipline procedure. See OMS 203.08

6. **TRAFFIC INVESTIGATIONS UNIT RESPONSE PROTOCOL:**
   a. The Traffic Investigations Unit will respond to all police equipment accidents when:
      1. Any person involved in the accident (and as a result of the collision):
         - Dies or suffers serious bodily injury.
         - Is transported via ambulance to a hospital for any degree of injury. **NOTE:** A mere complaint of injury is not sufficient enough to elicit TIU response.
      2. An involved police unit was being operated Code 10
      3. Requested by a supervisor or command officer
   b. The Traffic Investigations Unit will not respond to the following police equipment accidents unless criteria in section a. are met:
      1. Auto – Fixed objects
      2. One car accidents
      3. Unexplained minor damage
      4. Traffic accidents involving other city agency vehicles
      5. Accidents occurring during a driver training exercise (within the area designated as a driver training facility)
         - A non-Traffic Accident Report will be prepared and injuries will be reported on a Work Injury Report (ADM 4). These reports will be forwarded to the police garage. A **Colorado Traffic Accident Report (DR 2447) will not be completed**. Criteria for post accident testing in accordance with EO94 must be considered and testing completed if the criteria are met.
   c. Once on-scene, Traffic Investigations Unit personnel are in complete charge of the investigation, regardless of the rank of officers present from other divisions or districts. TIU personnel will advise the involved officer’s supervisor that the initial investigation indicates the officer may be at fault or is not at fault in accordance with procedures for post accident testing.
   d. Traffic Investigations Unit personnel will process the scene in accordance with unit procedures, including measurements, photographs, statements, Serious Bodily Injury report (DPD 21), and completing the appropriate sections of the Police Vehicle Accident Data Sheet (DPD 299).

7. **COMMAND OR SUPERVISORY RESPONSIBILITY:**
   Command or supervisory personnel have the following responsibilities when responding to a police vehicle accident:
   a. Determine if Traffic Investigations Unit response is required and make the appropriate notification. Supervisors will notify TIU when an airbag deploys in a police vehicle or when
extenuating circumstances indicate photos and measurements should be taken.

b. If TIU response is not required, supervisors or command officers will ensure completion of the following:

1. Supervision of the accident investigation and approval of the accident report. Determine if the criteria for Post Accident Testing (EO94) exists and if so, process the officer in accordance with EO94. See OMS 503.01(16).
2. Determination of appropriate charges in accordance with paragraph (4) of this section.
3. The Police Vehicle Accident Data Sheet in RMS, including the EO94 criteria box.
4. Photographs of the damaged vehicles and/or property.
5. Statements from all drivers and witnesses.
6. The General Occurrence (GO) report will be left open for routing to the Traffic Investigation Unit.
7. Direct other involved persons (not at-fault) to file a claim with the city at [https://www.denvergov.org/content/denvergov/en/city-attorneys-office/file-a-claim.html](https://www.denvergov.org/content/denvergov/en/city-attorneys-office/file-a-claim.html).

(8) **Traffic accidents occurring outside Denver involving on-duty officers:**

a. On-duty officers involved in traffic accidents outside the city limits, will notify the local law enforcement agency and request an investigation be completed for the incident. In addition, officers will notify Denver 911 as soon as possible. This applies whether the vehicle is the property of the city, state, federal government, privately owned, rented or leased, provided that the vehicle is being used by the officer while on-duty in an official capacity.

b. Discretionary authority to send Traffic Investigations Unit detectives to the scene of a police equipment accident outside the city limits lies with a supervisor or commanding officer of the Traffic Investigations Unit.

c. Officers will report the accident to their supervisory or command officers as soon as possible. In the event Traffic Investigations Unit detectives did not respond to the accident scene, the supervisory or command officer will notify TIU of the accident.

d. It will be the responsibility of the Traffic Investigations Unit detectives to request copies of all necessary reports from the law enforcement agency investigating the incident.

(9) **Accidents occurring in Denver involving outside police agencies:**

a. When outside police agency vehicles and personnel are involved in traffic accidents while on emergency runs within the City and County of Denver, the Traffic Investigations Unit will be notified and respond for photographs and follow up investigation.

If a driver of a non police vehicle is obviously in violation of the law, charges will be placed at the scene, subject to approval of the Traffic Investigations Unit detective. In all other cases, the report will presented to the Denver City Attorney's Office by the Traffic Investigations Unit detective for determination of appropriate charges.

b. When the outside police agency’s vehicle was NOT on an emergency run, the investigation and report will be completed by responding uniformed officers. Traffic Investigations Unit detectives will not respond to the scene unless assistance is requested. If a driver of a non police vehicle is obviously in violation of the law, charges will be placed at the scene. All other reports will be marked “INC” in the agency code box and routed to the Traffic Investigations Unit. Traffic Investigations Unit detectives will then present the reports to the Denver City Attorney's Office for determination of appropriate charges.

(10) **Off-duty Denver Police Officer driving a private vehicle in Denver:**

When an off-duty Denver Police officer, driving his/her private vehicle is involved in a traffic accident occurring within the city limits, and the State’s minimum damage criteria is met, and at least one of the
criteria in OMS 203.02(1) is present, the officer will notify Denver 911 and request that an on-duty officer
be sent to the scene to investigate the accident. The investigating officer will also notify a supervisor who
will respond to the scene and ensure a thorough investigation. If appropriate, charges will be placed
against one or more involved drivers.

(11) **FINANCIAL RESPONSIBILITY - INSURANCE:**

The Colorado Division of Motor Vehicles (DMV) requires municipalities and other governmental entities to
certify financial responsibility.

a. Insurance coverage will be shown in the insurance information blocks on the Traffic Accident
Report (DR2447). Enter: “A Government Vehicle, self insured municipality”. This is a mandatory
entry on all accident reports involving police equipment.

b. In the event insurance information is omitted from the traffic accident report, the officer involved
or their supervisor will be required to complete a DR2301.
   1. The State of Colorado Report of Motor Vehicle Accident (DR2301) is mostly self
      explanatory and requests much of the same information that is on the Traffic Accident
      Report (DR2447).
   2. In section #1, entitled: Your Information, complete all blocks in their entirety. The officer’s
      assignment address is acceptable. In the block for the owner’s name, enter: “City and
      County of Denver,” 201 W Colfax, Dept 1010, Denver, Colorado, 80202.
   3. In the block below section #1, next to: self insured, enter: “City and County of Denver”.
   4. In the Insurance section, complete the name of the policy holder as: “Government
      Vehicle owned by the City and County of Denver, a self insured municipality”

c. Complete the other person’s and/or the property owner information, whichever applies.

d. Failure to comply with this section will generate a warning letter from the DMV to the officer listed
   on the accident report as the driver. This warning letter must not be ignored.

e. If a warning letter is received, answer the questions asked and return the letter to the DMV. In
   response to the question concerning the insurance carrier, enter: “Government Vehicle owned by
   the City and County of Denver, a self-insured municipality” see C.R.S. §42-7-302. Disregard
   policy numbers and effective dates.

f. Failure to comply with these reporting requirements may ultimately cause a suspension of the
   officer’s driver’s license.

(12) **CRASH DATA RETRIEVAL TOOL (CDR):**

Traffic Investigations Unit detectives will collect information stored in the sensing and diagnostic module
(SDM) using the crash data retrieval tool (CDR) in equipped police vehicles when the accident involves
any of the following:

a. May have been the fault of the employee and the accident involves a fatality.

b. May have been the fault of the employee and any individual was injured severely enough
   to receive medical treatment immediately away from the scene of the accident.

c. May have been the fault of the employee and the accident resulted in disabling damage
to any vehicle or equipment; (Note: “disabling damage” for a vehicle accident is defined
as precluding the departure of the vehicle from the scene of an accident in its usual
manner).

d. The investigating officer suspects the involved officer has violated any department policy
related to driving or operating the police vehicle, including any suspected violation of
traffic laws.

e. The airbag in the police vehicle was deployed.

f. A current list of CDR equipped vehicles will be maintained in the Traffic Investigations
Unit. If the police equipment is on the list, detectives who are trained in the operation of CDR will respond to the scene and collect the stored information. If a trained detective is not available or it cannot be determined if the police vehicle is on the CDR list, the police vehicle will be towed to the car pound and the data will be recovered as soon as it is practical.

**g.** In order to prevent unnecessary inconvenience to citizens, any non-police vehicle involved will be subject to CDR download only when the criteria of (12) a, b, or c of this section are met. If the investigating officer determines that the citizen is at fault under those same conditions, the vehicle will be impounded and a warrant will be secured.

**h.** In order to best preserve information that is written to the SDM, certain procedures must be followed.

1. The vehicle ignition switch will be turned to the off position before it is loaded onto a tow truck, which will prevent contamination of the preserved information. This step will be completed just prior to towing. Do not alter the condition of the ignition switch until after investigating officers have inspected the vehicle. In cases where the vehicle is drivable, do not allow the tow driver to start or drive the vehicle to facilitate the tow. The ignition key should accompany the vehicle to the car pound.

2. Factory certified investigating officers will download the information from the SDM and complete a written report of their findings. This report will be included with the case information that is forwarded to the commanding officer of the Traffic Investigations Unit.
204.00 - VIOLATIONS – TRAFFIC

204.01 Police Pursuits

(1) Denver Police Department Pursuit Policy

a. The policy of the Denver Police Department is to balance the need for immediate apprehension of a suspect with the need to protect the public from danger caused by the pursuit. All officers are reminded that their basic responsibility is to protect the public. When the danger of a pursuit exceeds the value of an immediate apprehension, public safety shall be paramount.

b. A police vehicle pursuit may be engaged when an officer has probable cause to believe that a crime, as described by Colorado Revised Statutes, has been committed and has reasonable suspicion to believe the person being pursued committed that crime.

c. Justification for engaging in a police vehicle pursuit must be limited to the facts known by the officer at the time a decision is made to engage in such pursuit. Information not established as fact at the time the pursuit is engaged, no matter how compelling, cannot be considered later, in determining whether the pursuit was justified. Officers are authorized to engage in police vehicle pursuits only in the following circumstances:

1. When a suspect's actions while operating a motor vehicle, prior to an attempt to stop him or her involve such flagrant and dangerous behavior as to create a compelling need to attempt to stop the violator.

   a. A compelling need is established when facts or circumstances are clear and convincing that a suspect's actions are so dangerous that they present an imminent threat of serious bodily injury or death.

   b. A Compelling need does not include the following:

      1. The mere act of fleeing, no matter how recklessly
      2. Traffic infractions and licensing violations
      3. DUI, careless driving, and Hit & Run not resulting in serious bodily injury or death
      4. Property crimes including auto theft and joy riding
      5. Attempted vehicular assault
      6. Any crime that does not meet the conditions of Section 2 below.

2. To effect the arrest or to prevent the escape of a person whom the officer reasonably believes has committed or is committing a felony involving the use, or threatened use of a deadly weapon, or a violent felony against a person.

   a. Officers are prohibited from engaging in police vehicle pursuits in the following circumstances:

      1. When the pursuit is in a direction opposite to the flow of traffic on a divided roadway, unless authorized by the managing supervisor or a superior officer.

      2. When a passenger in the police vehicle is not an officer or academy recruit, unless a signed waiver of liability (Authorization to Ride Permit) has been executed before the ride along.

      3. When the police vehicle contains a prisoner or other citizen not covered under the above paragraph (d.2).

      4. When the officer is not the primary or secondary pursuit vehicle, unless authorized by the managing pursuit supervisor or a superior officer.

      5. In violation of any other provisions of this policy and procedure.

b. These policies and procedures apply to all Denver police officers, including those assigned to multi-jurisdictional task forces and other law enforcement agencies, whether they are inside or
outside the City and County of Denver.

(2) Definitions

a. **BOXING IN** - Surrounding a violator's moving vehicle with moving pursuit vehicles, which are then slowed to stop along with the violator's vehicle.

b. **CODE 9** - The response to a call for service or incident without using emergency lights and siren. The violation of any traffic laws during Code 9 driving is not authorized.

c. **DEFLATION DEVICE** - Used to deflate the tires of a vehicle being driven by a suspect who is attempting to elude law enforcement authorities.

d. **DENVER 911** - The component of the Denver Police Department responsible for broadcasting messages to law enforcement vehicles on police frequencies, receiving messages from police vehicles and monitoring messages between police vehicles. The communications section is commonly called “dispatch”.

e. **EMERGENCY OPERATION** (Code 10) - The act of driving a marked or unmarked police vehicle with the emergency lights and siren in operation while in pursuit of a suspect in accordance with the Uniform Motor Vehicle Law or applicable municipal ordinance.

f. **FORCED-STOP METHODS** - The methods and tactics used to physically terminate a pursuit, including boxing in, heading off, ramming, P.I.T. Maneuver, deflation device, and roadblocks.

9. **HEADING OFF** - An attempt to terminate a pursuit by pulling ahead, alongside, and towards a violator's moving vehicle to force it to the side of the road or to come to a stop. This does not involve contact between the vehicles.

h. **MANAGING SUPERVISOR** - The police supervisor (or higher-ranking officer) who manages a pursuit by providing direction and control via police radio. Managing supervisors are empowered to terminate or cancel a pursuit and specify the tactics to be used. The managing supervisor cannot be the primary or secondary vehicle in a pursuit. The managing supervisor has the authority to cancel a pursuit regardless of the rank of the involved officer(s).

i. **MARKED UNIT** - A fully marked (standard) patrol car with operable lights and siren. A marked unit is the most suitable vehicle to conduct a pursuit.

j. **OFFICER** - A fully commissioned Denver Police Officer or Denver Police Reserve Officer.

k. **ORIGINATING JURISDICTION** - The jurisdiction in which a pursuit originates.

l. **P.I.T. MANEUVER** - Intentional contact between the front quarter panel of a moving police vehicle and the rear quarter panel of a moving suspect vehicle. The intention is to cause a suspect vehicle to spin away from its forward direction, thus terminating a pursuit.

m. **POTENTIALLY DEADLY FORCE** - In terms of police vehicle pursuits, means force that the natural and probable consequence of which is death or serious bodily injury.

n. **PRIMARY JURISDICTION** - The jurisdiction of the officer driving the primary vehicle.

o. **PRIMARY VEHICLE** - The police vehicle driven by the officer initiating a pursuit or another police vehicle that takes the lead vehicle position.

p. **PROBABLE CAUSE - ARREST BY A PEACE OFFICER** - C.R.S. §16-3-102 A police officer may arrest a person when:

1. He has a warrant commanding that such person be arrested; or
2. Any crime has been or is being committed by such person in his presence; or
3. He has probable cause to believe that an offense was committed and has probable cause to believe that the offense was committed by the person to be arrested.

q. **PURSUIT** - An active attempt by an officer operating a police vehicle (lights and siren =
(3) The following sections were written to comply with the Metro Pursuit Policy and to provide additional guidelines to be followed by Denver Police Officers.

a. Initiating Officer: The following factors shall be considered before initiating a vehicle pursuit:

1. Denver Police Department Policy;
2. Degree of risk created by pursuit;
3. Seriousness of the suspected crime;
4. Whether the identity of the violator is known to the point that later apprehension is possible;
5. Volume, type, speed and direction of vehicular traffic and direction of pursuit;
6. Nature of the area: residential, commercial, school zone, open highway, etc.
7. Population density and volume of pedestrian traffic;
8. Environmental factors such as weather and time of day;
9. Road conditions such as ice, construction, poor repair, etc.

b. Complying with orders:
1. All officers will obey the orders of supervisors and the dispatcher. If the dispatcher, managing supervisor, or any superior officer orders the termination of a pursuit, all officers directly or indirectly involved shall immediately stop all attempts to pursue. The managing supervisor or superior officer shall have the final authority in managing a pursuit. Dispatchers are not authorized to counter the orders or directions of the managing supervisor or superior officer.
2. When ordered to terminate a pursuit, unless directed otherwise by the managing supervisor or superior officer, all involved officers shall turn off their emergency equipment and proceed to a location designated by the managing supervisor or superior officer. Officers shall not continue to follow the suspect vehicle. Failure to comply with this section shall be deemed a violation of the pursuit policy.

c. Police Vehicles and their operation
1. An initiating unit that relinquishes the primary position to another vehicle may become the secondary vehicle.
2. An unmarked unit or special purpose vehicle as described in Definition (z) shall relinquish its position if a standard fully marked unit is in place to assume the primary or secondary position.
3. Vehicles not equipped with operable lights AND siren shall not become involved in vehicle pursuits (as described in Definition q).
4. An initiating unit that is no longer the primary or secondary vehicle in a pursuit shall proceed to the point of termination, obeying all traffic laws and regulations. Code 10 driving is not permitted.
5. Immediately upon meeting the conditions of a pursuit as defined in this policy, emergency lights AND siren shall be activated and remain activated at all times during a pursuit. This includes only the primary and secondary units or other units authorized by the managing supervisor or superior officer.

d. Primary Vehicle:
1. When possible, officers intending to stop a vehicle shall attempt to be as close as practical to the suspect's vehicle before activating emergency equipment and attempting the stop. The suspect's temptation to flee may be greater in those instances where it appears they have a head start. Before attempting a vehicle stop when a driver is likely to flee (such as known stolen cars or wanted subjects) the primary unit will attempt to avoid a pursuit by coordinating the response of assisting officers. For example, an apprehension at a stoplight or other preplanned location may be an appropriate tactic.
2. The Primary Vehicle is the lead police unit.
3. A pursuit is initiated when the operator of a motor vehicle fails to stop for a police officer as described in Definition (q) of this policy.
4. Officers initiating a pursuit will immediately notify the dispatcher of their location, reason for the pursuit, direction of travel, estimated speed of the suspect, and any other relevant actions by the suspect vehicle. Officers shall also provide the license plate number, vehicle description, number of occupants, traffic conditions, and any other pertinent information.
5. Officers shall give updated information concerning direction of travel, speed, unusual
actions, etc. Radio transmissions shall be kept as short as possible, allowing the dispatcher, supervisory personnel and assisting units to air information.

6. All radio transmissions shall begin with the officer's car number.

7. The decision to pursue is not irreversible. Based on the facts known at the time, officers shall continually evaluate whether the risk of danger to officers and the public resulting from a continuation of the pursuit is greater than the risk of injury to any person that may result from the successful escape of a suspect.

8. The primary unit officers may cancel their own pursuit and other officers including the secondary unit may not continue or reinitiate the pursuit without the authorization of the managing supervisor or superior officer.

e. Secondary Vehicle:

1. The secondary unit's function is to assist the primary vehicle during the pursuit and at the point of termination.

2. The secondary unit shall not overtake the primary vehicle unless specifically requested to do so and shall drive single file behind the primary unit, maintaining a safe distance, sufficient to avoid colliding with or interfering with the primary unit. The secondary unit may block an adjoining lane to prevent interference with the pursuit by other vehicle(s) traveling in the same direction.

3. The secondary unit shall be prepared to assume the role of the primary vehicle if needed.

4. The secondary unit may broadcast the pursuit if requested by the primary vehicle or if ordered by the dispatcher or managing supervisor.

5. All radio transmissions shall begin with the officer's car number.

6. The primary unit officers may cancel their own pursuit and other officers including the secondary unit may not continue or reinitiate the pursuit without the authorization of the managing supervisor or superior officer.

7. The decision to pursue is not irreversible. Based on the facts known at the time, officers shall continually evaluate whether the risk of danger to officers and the public resulting from the continuation of a pursuit is greater than the risk of injury to any person that may result from the successful escape of a suspect.

f. Dispatcher's Responsibilities:

1. Immediately upon being notified of a pursuit, the dispatcher shall clear the channel by activating the alert tone, obtain the necessary information from the pursuing officer, and attempt to contact the supervisor of the involved officer.

2. If the officer's supervisor cannot be contacted, the dispatcher shall attempt to contact any supervisor from the district in which the pursuit is occurring. Once contacted, this supervisor or commander shall be the managing supervisor for the duration of the pursuit unless relieved by a superior officer.

3. For the purposes of this section, any Denver Police Department dispatcher shall be considered a supervisor and shall cancel a pursuit if an actual police supervisor or command officer cannot be contacted within thirty (30) seconds. Dispatchers may not countermand the orders of a sworn police supervisor or command officer.

4. The dispatcher will immediately determine if Air Support is readily available, dispatch it to the scene, and notify the managing supervisor of the availability of Air Support.

5. Dispatchers shall immediately request a clearance and listing of the suspect vehicle license number and advise the managing supervisor when the information is available.

6. When it appears that a pursuit is approaching another district or jurisdiction, the dispatcher shall establish radio communications with that district or jurisdiction. Also, see Metro Pursuit Policy.

7. The dispatcher shall keep the radio channel clear, allowing transmissions only from the
primary or secondary units, the managing supervisor or superior officers, and officers responding to their orders and directions. The dispatcher will continue to monitor the pursuit and relay information when requested. To keep the air clear, dispatchers shall not repeat the pursuing unit's radio transmissions unless they are unclear.

8. Radio transmissions by other units are prohibited unless of an emergency nature. Upon the termination or discontinuance of a pursuit, the dispatcher shall sound the alert tone and advise all officers and jurisdictions involved.

9. If an accident occurs as a direct or indirect result of a pursuit, an officer will be assigned to make a report and traffic investigators will be notified. Denver 911 personnel will make all necessary notifications.

10. If an accident involving death, injury or May result in death occurs as a direct or indirect result of a pursuit, the commander of the Traffic Investigations Bureau shall be notified to respond. The division chief and commander of any involved officers will also be notified.

11. Denver 911 shall forward a copy of the CAD printout and a tape recording of the radio transmissions of all pursuits to the Traffic Investigations Bureau.

g. Supervisor Responsibilities:

1. Once contact is made with the officer's supervisor, or another supervisor (or a commander in the absence of a supervisor), that person will be the managing supervisor for the duration of the pursuit (unless relieved or overruled by a superior officer).

2. The decision to pursue is not irreversible. Based on the facts known at the time, the managing supervisor shall continually evaluate whether the risk of danger to the officers and the public resulting from the continuation of the pursuit is greater than the risk of injury to any person that may result from the successful escape of the suspect.

3. All radio transmissions shall begin with the supervisor's car number.

4. The managing supervisor has the authority and responsibility to:
   a. Ascertain the reason for the pursuit and the surrounding conditions from the involved officer(s) and the dispatcher.
   b. Authorize or cancel the pursuit based on all available information and the provisions of the Denver Police Department Policy.
   c. Continually assess the risks and hazards involved in allowing the pursuit to continue, and make a decision to allow the pursuit to continue or order it terminated.
   d. Move in the direction of the pursuit and actively monitor its progress.
   e. Control the tactics used in the pursuit including all Forced Stop Methods described in this procedure. The managing supervisor and the pursuing officers must assess the risk involved in applying forced stop methods of the specific pursuit in progress, knowing that such termination may meet the criteria of the use of potentially deadly force.
   f. Nothing in this section precludes the managing supervisor or a superior officer from canceling the pursuit at any time. Involved officer(s) may also cancel their own pursuit and other officers (including the secondary unit) may not continue or reengage the pursuit without the authorization of the managing supervisor or superior officer.

5. The managing supervisor shall ensure that no more than two (2) vehicles (primary and secondary unit) are actively taking part in a pursuit unless they authorize additional units. Unless otherwise authorized by the managing supervisor or a superior officer, covering officers shall respond Code 9.

The following should be considered when making these decisions.

a. The severity of the offense.

b. The number of occupants in the suspect vehicle.

c. The likelihood of armed suspects.
6. Should a pursuit cross the Denver City and County boundary, only the primary and secondary vehicles along with the managing supervisor and superior officer are authorized to leave the City and County of Denver. The managing supervisor may assign additional cover units depending upon the severity of the offense, number of occupants or likelihood of armed suspects.

7. Should a pursuit cross district boundaries, any officer, supervisor or command officer with relevant information shall notify the dispatcher of any special conditions or hazards along the projected route.

8. All supervisors in the path of a pursuit shall remain alert to its progress and location. They shall actively assist with traffic control and/or the management of traffic control along the route of the pursuit; in an effort to promote public safety, as well as providing for coverage during accident investigation, perimeter containment, and foot pursuits, etc.

9. The managing supervisor is required to respond to the scene of termination or discontinuance of all pursuits, whether or not a suspect has been apprehended.

10. The managing supervisor shall determine if a traffic accident resulting from the pursuit has occurred at any point along the route of the pursuit. This includes damage to police equipment, the suspect vehicle, civilian vehicles, and any other property. If an accident has occurred, Traffic Investigators shall be notified and will respond.

11. In those instances where a suspect has escaped apprehension, the managing supervisor shall immediately coordinate efforts to follow up any investigative leads. Upon receiving the completed Vehicle Pursuit report and related documents, the appropriate investigative bureau shall be responsible for continuing the investigation with the intent of identifying and prosecuting the violator.

12. The managing supervisor shall complete the Vehicle Pursuit Report.

13. Any pursuit that is terminated by forced-stop methods (excluding tire deflation devices unless used to stop a motorcycle) will be reported on a Use of Force, DPD 12.

14. The front of a Use of Force, DPD 12, will be used to report the appropriate information. The narrative may indicate "See Vehicle Pursuit Report."

15. A copy of the Vehicular Pursuit Report will be attached to the Use of Force Report. The original Use of Force Report will be forwarded to the Internal Affairs Bureau, with one copy to the Bureau Commander, one copy to the Conduct Review Office, the Deputy Chief of Operations and the Chief of Police.

**h. Command Responsibilities:**

1. Unless relieved or overruled by a superior officer, district lieutenants in-service at the time of a pursuit are ultimately responsible for ensuring compliance with this pursuit policy if the pursuit is initiated or occurs on their assigned radio channel of operation. In accordance with RR-117, the highest-ranking officer (not including those physically involved in the pursuit) shall have final authority over the continuation, cancellation, and tactics of a pursuit. Managing supervisors and police officers shall follow the orders of higher-ranking officers, regardless of the superior officer's assignment.

2. All radio transmissions shall begin with the commander's car number.

3. All commanders in the path of a pursuit shall remain alert to its progress and location. They shall actively assist with the management of traffic control along the route of the pursuit in an effort to promote public safety, as well as providing for coverage during accident investigation, perimeter containment, and foot pursuits, etc.

**i. Tactical Pursuit Management:**

1. All Officers in the path of a pursuit shall remain alert to its progress and location and shall actively assist with traffic control along the route of the pursuit in an effort to promote public safety, as well as providing for coverage during accident investigation, perimeter containment, foot pursuit, etc.

2. Unless specifically authorized by the managing supervisor, all cars covering in the area shall proceed: Code 9. Covering officers are not authorized to violate any traffic laws
or regulations in an effort to catch up to or parallel a pursuit unless ordered to do so by the managing supervisor or superior officer at the time of the pursuit.

3. Should a pursuit cross district or jurisdictional boundaries, only the primary and secondary vehicles along with the managing supervisor and a superior officer are authorized to leave the district or jurisdiction. The managing supervisor may assign additional cover units depending upon the severity of the offense, number of occupants or likelihood of armed suspects.

4. The managing supervisor may deploy additional personnel and equipment, as they deem necessary, including Air-One, traffic control, special purpose vehicles, etc.

5. If possible, officers are to avoid approaching an occupied suspect vehicle at the termination of a pursuit. A high-risk vehicle stop shall be deemed the most appropriate method of taking suspects into custody under such conditions. It is understood that exigent circumstances may exist at the termination of a pursuit that cause an officer to approach an occupied suspect vehicle. Officers shall articulate their actions in such an event.

6. When a pursuit has reached a conclusion and police officers are actively involved in making an arrest or pursuing suspects on foot, the managing supervisor has ultimate authority over the manner of response of covering officers (Code 9 or 10). Officers will strictly comply with the orders of the managing supervisor or superior officer.

7. This policy is in effect for pursuits originating in other jurisdictions, and crossing into the City and County of Denver. Denver police officers are not authorized to actively participate in another agency’s pursuit unless the circumstances fall within this policy. Supervisors and commanders shall have final authority over the involvement. Denver police officers involved in outside agency pursuits will provide assistance at the point of termination, to include suspect apprehension, accident investigation, perimeter containment, area searches, etc. Additionally, Denver police officers shall also assist with traffic control along the path of an outside agency pursuit in order to promote public safety.

j. Forced-Stop Methods:

1. If a pursuit is allowed to continue given the criteria set forth in this policy, Forced-Stop methods should be considered by supervisors as early as possible. Forced-Stop methods are the tactics used to physically terminate a pursuit, including boxing in, heading off, ramming, the P.I.T. maneuver and roadblocks.
   a. Only officers trained in forced-stop methods shall be authorized to use them.
   b. Officers shall not resort to deadly force unless the circumstances fall within the guidelines described in Section 105.01 (2) and the Colorado Revised Statutes.

2. A supervisor must authorize the use of forced-stop methods unless exigent circumstances dictate immediate action without prior approval. Officers applying such tactics without supervisory approval shall be required to justify the exigency that led to their actions.

3. The managing supervisor shall direct the application of forced stop methods only after considering all information available. Pursuing officers must provide the managing supervisor with sufficient information to plan and prepare for the use of forced stop methods.

4. The managing supervisor and pursuing officers must assess the risk involved in forcible termination of the specific pursuit in progress, knowing that such termination may meet the criteria of the use of potentially deadly force.

5. Department personnel shall only use roadblocks to apprehend an extremely dangerous felon who, if allowed to escape, would create a substantial risk of death or serious bodily injury to another.
   a. Authority to establish or remove a roadblock shall lie with the managing
b. At least one marked vehicle shall be at the scene of a roadblock.

c. A roadblock will not be established unless all pursuing police vehicles have been notified of the roadblock and its location and have acknowledged.

d. To the degree possible under the circumstances, a roadblock shall be established where it will be visible for an adequate distance to allow a suspect to come safely to a complete stop.

6. The use of a tire deflation device (stop sticks, spike pads, etc.) may be authorized by a managing supervisor in circumstances where other methods of control or apprehension would be ineffective or more dangerous. The following procedure shall be adhered to:

a. At least one marked patrol car and one uniformed officer shall be on the scene where a tire deflation device is deployed.

b. As much as possible, uninvolved vehicles and pedestrians shall be kept away from the area where the device will be deployed. Some situations may prevent this, but to the degree possible, the device shall be deployed in a manner that affects only the suspect vehicle. The place of deployment will be monitored by an officer to prevent pedestrians from entering this area.

c. The location of deployment of the tire deflation device shall be communicated to the pursuing vehicles.

d. Use of this device with a motorcycle is considered deadly force and the deployment of the device will be in accordance with laws and policy pertaining to the use of deadly force by police officers.

7. Boxing In is the surrounding of a violator's moving vehicle with moving pursuit vehicles, which are then slowed to stop along with the violator's vehicle.

8. Heading Off is an attempt to terminate a pursuit by pulling ahead of, alongside, and toward a violator's moving vehicle to force it to the side of the road or to come to a stop. This does not involve contact between the vehicles.

9. Ramming is the deliberate act of impacting a suspect's vehicle with another vehicle in an attempt to force the suspect's vehicle to stop.

10. P.I.T. Maneuver is the intentional contact between the front quarter panel of a moving police vehicle and the rear quarter panel of a moving suspect vehicle. It is intended to cause a suspect vehicle to spin away from its forward direction, thus terminating a pursuit.

k. Vehicle Pursuits with Denver Police Air Support:

1. The police helicopter shall respond to all pursuits when it is airborne. Once the helicopter has established visual contact with the pursued vehicle and can follow the pursuit, the managing supervisor shall be notified.

2. At this point, the managing supervisor shall order that ground units no longer follow the suspect vehicle, nor violate any traffic laws or regulations in an effort to catch up to or parallel the suspect vehicle. Officers should make an effort to present an appearance to the suspect(s) that the police are no longer pursuing or following them. This may necessitate stopping, turning, or making some other effort to be out of the view of the suspect. The continued pursuit by ground units may be authorized only by the managing supervisor or superior officer, and only upon a clearly articulated need based on facts known at the time, which may include the following.

   a. The gravity of the offense

   b. The surrounding terrain

   c. Other circumstances that may impact officer safety or the ability to safely apprehend the suspect(s).

   d. The managing supervisor shall clearly articulate in all reports the urgent need
to continue ground pursuit once Air-One is directly involved in the pursuit.

3. The helicopter will illuminate the pursued vehicle with its searchlight to make the driver aware of the presence of the helicopter. If this awareness fails to cause the driver to slow, stop, or surrender, illumination will cease. The helicopter crew will continue to observe the vehicle without the use of a spotlight and report its location from a position not visible to the driver. At this point, the role of the helicopter is to maintain observation of the suspect without causing the driver to attempt to elude it.

4. The helicopter will update ground units as to the suspect’s location, direction, speed, etc.

5. The helicopter will inform the managing supervisor and other ground units when and if an opportunity is present for an apprehension. This will generally occur when the suspect(s) have stopped and are exiting the vehicle. The managing supervisor will then authorize ground units to enter the immediate area to apprehend any suspects. The helicopter will assist ground units in establishing a perimeter, etc., until the suspect(s) are in custody or the managing supervisor terminates the police response.

6. The helicopter shall depart the area as soon as possible following an arrest or the termination of the police response. During such an active pursuit by ground units, the primary or secondary ground units will call out the pursuit.

I. Vehicle Pursuits Involving Media Helicopters: Television Stations Four, Seven and Nine each operate media helicopters that may be available to assist in the event of a police pursuit. Each of these aircraft is equipped with a police radio capable of receiving and transmitting on Talk Groups One through Six. Other stations may be so equipped in the future.

1. The managing supervisor may request the assistance of a media helicopter through the police dispatcher; however, participation by any media aircraft is strictly voluntary.

2. If a media helicopter volunteers to assist in a police pursuit, the police dispatcher and managing supervisor will follow the procedures outlined for pursuits involving the police helicopter.

3. Call signs for the media helicopters are as follows:
   Channel Four: Sky 4
   Channel Seven: Sky 7
   Channel Nine: Sky 9

4. Should a media helicopter withdraw from participation in a pursuit, the managing supervisor may elect to resume active ground pursuit or terminate involvement entirely.

(4) Pursuit Termination/Reporting Procedures:

a. Traffic Investigations Bureau Personnel - Responsibilities:

1. When notified of a pursuit-related accident, a Traffic Investigations Bureau detective shall respond and be in charge of the accident investigation.

2. When a suspect has evaded apprehension, the Traffic Investigations Bureau or other appropriate bureau shall be responsible for investigating, identifying and prosecuting the violator. This will occur immediately upon receiving the completed Vehicle Pursuit report and related documentation.

3. It shall be the policy of the Denver Police Department to vigorously pursue eluding charges against violators. Incidents meeting the criteria set forth in C.R.S. §18-9-116.5 shall be charged as a felony. Offenses not meeting these criteria shall be filed into state court as a misdemeanor.

b. Commander of the Traffic Investigations Bureau - Responsibility:

1. The commander of the Traffic Investigations Bureau shall respond to the scene and direct the investigation of any pursuit related accident resulting in death or serious bodily injury or unusually extensive property damage.

2. When a violator has failed to yield to an officer attempting a vehicle stop but the
incident did not rise to the level of a vehicle pursuit, the involved officer shall describe
the event on a Report of Eluding – No Pursuit, DPD 616, and forward it to the
Commander of the Traffic Investigations Bureau. The Commander of TIB shall cause
the incident to be investigated for possible prosecution of the violator and for inclusion
in a database

c. Involved Officer - Responsibilities:
  1. Upon the termination of a pursuit, all officers involved will meet at a location designated
     by the managing supervisor. All officers will complete a statement on DPD 366 and
     submit it to the managing supervisor.
  2. When a violator has failed to yield to an officer attempting a vehicle stop but the
     incident did not rise to the level of a vehicle pursuit, the involved officer shall describe
     the event on a report of Eluding – No Pursuit, DPD 616, and forward it to the
     Commander of the Traffic Investigations Bureau.

d. When a suspect driver has been apprehended:
  1. **All eluding charges will be filed into state court, either as misdemeanors or
     felonies.**
  2. A Traffic Investigations Bureau detective or other appropriate bureau detective will
     examine the incident to determine if the filing of felony charges is appropriate
  3. A Pursuit resulting in the death or serious bodily injury of any person shall be deemed
     a critical incident, requiring the notification of the District Attorney's Office. Detectives
     from TIB are responsible for notifying the District Attorney's Office, who may respond to
     the scene to assist with the investigation.
  4. Suspects will be processed by TIB or the appropriate bureau to handle the primary and
     most serious charge. The decision to incarcerate the suspect will be made by the
     Traffic Investigation detectives when there are only traffic charges.
  5. If other charges are appropriate, such as auto theft, burglary, etc., the suspect will be
     processed in accordance with the Investigation Division Arrest/Intake procedure,
     OMS 104.01 (24). This will be coordinated with Traffic Investigation detectives.
  6. To prosecute the charge of eluding, under C.R.S. §42-4-1413, it is necessary to show:
    a. Audible and visual signals, such as emergency lights and siren, were used
dauring the pursuit.
    b. The pursuit vehicle was a marked unit.
    c. The suspect driver willfully increased speed, turned off the vehicle lights, or in
       some other manner attempted to elude the police.
    d. The apprehended suspect is the driver of the vehicle.
  7. In order to prosecute the charge of felony vehicular eluding, using C.R.S. §18-9-116.5, it
     is necessary to show:
    a. A person operating a motor vehicle knowingly eludes or attempts to elude a
       peace officer, also operating a motor vehicle.
    b. The suspect knows or reasonably should know that he/she is being pursued by a
       peace officer.
    c. The suspect operates his/her vehicle in a reckless manner, creating a substantial
       risk of bodily injury to another person.
    d. Vehicular Eluding is a Class 5 felony, except that vehicular eluding which results
       in bodily injury to another person is a Class 4 felony. Vehicular eluding which
       results in death is a class 3 felony.

(5) Vehicle Pursuit Reports, DPD 453. Gathers data on officers, suspects, vehicles, etc., and includes a
narrative that must be completed.

a. The managing supervisor or commander is personally responsible for the completion of both
parts of the report.

b. The Vehicle Pursuit Report shall be filled out completely. The narrative shall provide a detailed description of the following items:

1. Details to support compliance with all sections of this policy. Incomplete reports and statements will be returned for completion and clarification.
2. Descriptions of the driver and occupants unless apprehended.
3. Names, addresses and telephone numbers of all persons able to identify the suspect driver.
4. Complete narrative description of actions taken by the driver that indicated an attempt to elude.
5. The reason for the pursuit, location, direction, traffic and street conditions, and traffic violations committed by the suspect.
6. Emergency equipment used (lights, siren, etc).
7. How the pursuit was terminated (forced stop, accident, surrender, etc.)
8. Injuries and/or damage caused by the
10. Managing supervisor’s actions during the pursuit.

c. The managing supervisor will attach the statements, DPD 366, of all officers and witnesses.

d. Distribution:

1. The original Vehicle Pursuit Report and statements shall be forwarded to the Traffic Investigation Bureau. Related reports will be attached.
2. The managing supervisor shall ensure that copies of the Vehicle Pursuit Report are distributed as follows:
   - Manager of Safety
   - Chief of Police
   - Deputy Chief of Operations
   - All Division Chiefs
   - The Bureau or District Commanders of all involved officers
   - Civil Liability Bureau

(6) Conduct Review Office

a. As soon as practicable following a pursuit, there will be a review of the circumstances of the incident by the Conduct Review Office. The review will result in a preliminary determination of the appropriateness of the pursuit, compliance with Department rules and regulations, and any need for additional training. The Deputy Chief of the involved officer will provide immediate feedback to the officer’s commander who will then critique the tactics of the situation with involved officers under their command. The officer's chain of command will make a determination as to whether the pursuit fell within the policies and procedures of the Denver Police Department. Violations of the policy may result in disciplinary action.

b. All police pursuits will be subject to review per OMS 203.09(3) in addition to the review described in section (6) a (above).

c. The Denver Police Department Traffic Investigations Bureau shall maintain a database of detailed information from all police pursuit incidents in order to formulate and revise policies and training.

d. The Traffic Investigations Bureau will provide a monthly, quarterly, semi-annual, and annual report from the database to include a semi-annual and annual evaluation of trends and training needs.

(7) Metro Pursuit Guidelines and Procedures - These guidelines and procedures are included as
reference in the event of inter-jurisdictional pursuits. In the event of conflicts or confusion between the Denver Police policy and this section, DPD policy will take priority.

a. Policy Statement

1. The law enforcement executives of the metropolitan region of the Colorado Association of Chiefs of Police recognize that the fundamental duty of our law enforcement agencies is the protection and safety of our community and of our citizens. This duty includes the obligation to attempt the apprehension of persons who endanger the public by taking flight to avoid prosecution. However, at times, the danger presented by the pursuit itself can exceed the public safety value of immediate apprehension. Under such circumstances, the public’s safety is paramount.

2. It is expected that all peace officers will interpret the detailed pursuit procedures of their individual agencies in light of this duty and that they will evaluate the need to interrupt unlawful flight against the risks to the public safety. This expected evaluation includes the decision to initiate the pursuit and continues during the pursuit.

3. There may be situations in which the escape of the suspect may create a greater risk to the safety of the public than the risks inherent in the pursuit. In these situations, extraordinary means may be used to bring the pursuit to a conclusion as rapidly as possible.

b. Definitions

1. **PURSUIT** - Pursuit shall mean an active attempt by an officer (operating a department vehicle) to apprehend an operator of a motor vehicle who, having been given a visual and audible signal by the officer directing such operator to bring the vehicle to a stop, fails to obey such direction, and either increases the vehicle’s speed, extinguishes the vehicle’s lights, or makes some other overt action designed to avoid apprehension.

2. **EMERGENCY OPERATION** - Emergency operation shall mean the act of driving a marked or unmarked police vehicle with the emergency lights and siren in operation while in pursuit of a suspect in accordance with the Colorado Motor Vehicle Code, or applicable municipal ordinance.

3. **PRIMARY VEHICLE** - Primary vehicle shall mean the patrol vehicle driven by the officer initiating a pursuit, or another patrol vehicle which takes the lead vehicle position.

4. **SECONDARY VEHICLE** - Secondary vehicle shall mean a patrol vehicle which becomes involved in a pursuit immediately following the primary vehicle and acting as the primary vehicle’s backup.

5. **OFFICER** - Officer shall mean any commissioned peace officer, recruit, or sworn employee in the State of Colorado, regardless or specific title, e.g., Sheriff, Deputy, etc., as defined in C.R.S. §18-1-901(3).

6. **COMMUNICATIONS SECTION** - Communications Section shall mean that component of the primary jurisdiction responsible for broadcasting messages to law enforcement vehicles on police frequencies, for receiving such messages from patrol vehicles and monitoring messages between patrol vehicles; the communications section is commonly called “dispatch”.

7. **SUPERVISOR** - Supervisor shall mean a commissioned peace officer of the rank of Sergeant or of higher rank or, in the absence of a Sergeant or higher ranking officer, the highest ranking available officer.

8. **ORIGINATING JURISDICTION** - Originating jurisdiction shall mean the jurisdiction within which a pursuit originates.

9. **PRIMARY JURISDICTION** - Primary jurisdiction shall mean the jurisdiction of the officer driving the primary vehicle.

10. **RECEIVING JURISDICTION** - Receiving jurisdiction shall mean a jurisdiction which is entered by a pursuit which began in the originating jurisdiction.

c. Pursuit Guidelines – Intra-jurisdictional
1. Law enforcement officers, whenever possible, should consider alternative methods of apprehending suspects when it is likely that a patrol vehicle pursuit will occur. The discretionary decision to initiate and continue a pursuit should be based upon factors such as the seriousness of the suspected crime, probability of later apprehension, traffic and roadway conditions, time of day, type of area where the pursuit occurs, or other things that an officer would normally consider when evaluating the circumstances knowing that the immediate apprehension of a suspect may be outweighed by the risks imposed on the public's safety.

2. If a pursuit is initiated, officers shall use visual and audible warning devices (lights and siren) and should attempt to notify the communications section of relevant facts about the chase, such as location, direction of travel, description of suspect vehicle, number of occupants, reason for the pursuit, speed, and other similar factors that may be relevant. A fully marked patrol car is the most suitable vehicle to conduct a pursuit. If an unmarked car or special purpose vehicle is used, it should be used only until relieved by a marked car.

3. Officers are expected to exercise a standard of care consistent with Colorado State Law, C.R.S. § 42-4-108, in particular, subsection (4): “The provisions of this section shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of, his reckless disregard for the safety of others.”

4. Normally, only two patrol vehicles should be directly involved in a pursuit. “Directly involved”, as used here, means following behind the pursued vehicle in close proximity. A supervisor may authorize such additional units as may be necessary to control the course of the pursuit or the point of termination.

5. The decision to pursue is not irreversible and officers must continually evaluate whether the seriousness of the crime justifies continuing the pursuit. A pursuit may be terminated at any point the officer or supervisor feels that it is too dangerous to continue.

d. Supervisory Role during an Intra-jurisdictional Pursuit:
The supervisor in charge during a pursuit has the authority and responsibility to monitor the progress of the pursuit, evaluate the circumstances known to the supervisor at the time, and make a decision to continue or to order it terminated.

e. Inter-jurisdictional Pursuits

1. Notifications:
   a. Notification after Entry and After Discontinuance/Termination
      1. When a pursuit enters a receiving jurisdiction, the communications section of the originating jurisdiction shall, as soon as practicable, notify the receiving jurisdiction of the existence of the pursuit and the reason for the pursuit, and shall keep the receiving jurisdiction appraised of the status of the pursuit.
      2. When a pursuit is discontinued or reaches termination, all units should be advised immediately.

2. Procedural Guidelines
   a. Supervisory Responsibilities in Police Vehicle Pursuits
      1. A supervisor from the originating jurisdiction and each primary jurisdiction should respond to the scene of termination or discontinuance of the pursuit, unless otherwise instructed by the receiving jurisdiction.
      2. Each participating jurisdiction shall gather, and shall provide upon request to each other participating jurisdiction involved, information concerning the circumstances of its participation and the names of any of its officers participating in the pursuit.

   b. Number of Vehicles
      Any participating vehicle from a receiving jurisdiction, once relieved by another
vehicle, should discontinue its participation as soon as practicable after leaving its jurisdiction unless circumstances dictate otherwise, or unless otherwise requested by the primary jurisdiction. However, the decision to discontinue participation may be the most appropriate course of action, depending on the circumstances.

c. Pursuits Entering a Receiving Jurisdiction

1. Normally, officers in a receiving jurisdiction should not become involved in a pursuit originating in another jurisdiction. However, a supervisor from the receiving jurisdiction may assign officers to assist with traffic control, to render assistance at the termination or discontinuation point, or to monitor the progress of the pursuit. Such officers shall not be considered to be directly involved in the pursuit.

2. Upon request of the primary jurisdiction and approval of the receiving jurisdiction, a vehicle from the receiving jurisdiction may assist with the pursuit or become the primary vehicle.

3. The overall command of a pursuit shall rest with the primary jurisdiction.

d. Methods of Stopping Pursued Vehicles

1. When a pursuit has entered a receiving jurisdiction, the primary jurisdiction should attempt to notify the receiving jurisdiction, in advance if possible, of any method to be used by the primary jurisdiction to stop the pursued vehicle.

2. In the course of an inter-jurisdictional pursuit, deliberate contact between vehicles or forcing the pursued vehicle into parked cars, ditches, structures, or other fixed objects, boxing in, heading off, ramming, or driving along side the pursued vehicle while it is in motion, must be authorized by a supervisor of the primary jurisdiction, unless exigent circumstances exist requiring such action and obtaining such authorization would be unreasonable.

3. The use of a roadblock in an inter-jurisdictional pursuit must be authorized by the supervisor of the primary jurisdiction. The roadblock must be clearly visible and provide adequate warning to allow vehicles to come to a safe stop.

e. Investigation/Jurisdiction at Termination

The on-scene supervisor of the originating jurisdiction shall be responsible for processing the arrest of any suspects and for coordinating any investigation. However, if there was a more serious violation in another jurisdiction, the on-scene supervisor from that jurisdiction shall assume the responsibility for coordinating the immediate investigation. Nothing herein shall preclude the investigation of any accident, criminal act, or other incident which occurred during the course of the pursuit by any jurisdiction in which such an incident occurred.
308.01 MEP UNIT

(1) THE MISSING AND EXPLOITED PERSONS UNIT (MEP UNIT) INVESTIGATES THE FOLLOWING:
   a. Neglected and/or abused children.
   b. Child deaths in cooperation with the Homicide Unit.
   c. Sexual assaults to children when the suspect is in a position of trust, or if the suspect is a family member.
      • One in a “position of trust” includes, but is not limited to, any person who is a parent or acting in the place of a parent and charged with any of a parent's rights, duties, or responsibilities concerning a child, including a guardian or someone otherwise responsible for the general supervision of a child's welfare, or a person who is charged with any duty or responsibility for the health, education, welfare, or supervision of a child, including foster care, child care, family care, or institutional care, either independently or through another, no matter how brief, at the time of an unlawful act.
   d. Child pornography as it pertains to the possession, distribution, and/or manufacturing of photographs.
   e. Reported runaways.
   f. Missing persons.
   g. Kidnappings where the victim is still missing.
   h. Any investigation where the expertise of the MEP Unit will be useful.

(2) CALL-OUT PROCEDURES:
   Required notification and assistance of a MEP Supervisor:
   a. All complaints of sexual assault on a child in which the suspect is in a position of trust, or is a family member, and the offense occurred within the last 72 hours.
   b. In all physical or sexual abuse cases of children involving serious bodily injury defined as the victim suffering:
      1. A substantial risk of death, or
      2. A substantial risk of serious, permanent disfigurement, or
      3. A substantial risk of protracted loss or impairment of the function of any part or organ of the body, or
      4. Breaks, fractures (to include any and all breaks, fractures and/or hard tissue injury such as, bone, teeth or cartilage), or burns of the second or third degree.
   c. In all instances when it is necessary to obtain a search warrant to gather evidence or document a crime scene.
   d. If officers are unsure how to handle a child abuse, child neglect or sexual assault to a child involving a suspect in a position of trust. In all instances in which a child or adult is missing with extenuating circumstances.
   e. In all instances where a suspect is present and there are allegations the suspect possesses or has possessed photographs depicting child pornography.
   f. In all cases where a child dies as a result of suspicious or criminal circumstances, the MEP supervisor will be contacted by the Homicide Unit supervisor. See OMS 301.14.
308.02 **Taking Children into Protective Custody**

(1) **Children To Be Protected:**

Includes, but is not limited to children:

a. Who are physically, mentally or sexually abused, or who are unduly confined or restricted.

b. Abandoned by their parents or guardians, and given to people other than a relative without proper consideration.

c. Without adequate supervision and protection, including those whose parents are incapacitated or incarcerated.

d. Whose homes are unfit by reasons of neglect or depravity on the part of their parents or guardians.

e. Endangered by being left alone without adequate supervision and protection.

f. Endangered by the use, distribution, or manufacturing of illegal drugs.

(2) **Investigation / Taking Temporary Custody of Children:**

Officers must investigate all complaints concerning abused/neglected children to determine their validity. When a child is a victim of child abuse, child neglect or sexual assault, the officer has the responsibility of deciding if the child should be left in the home (in the custody of a parent or guardian).

(3) **Police Authority:**

Under CRS §19-3-401, an officer has the authority to remove a child, “whenever the safety or well-being of the child is immediately at issue and there is no other reasonable way to protect the child…..” Officers must evaluate the safety of the child victim as well as other children who are in the care of the parent or legal guardian.

a. If an officer is unsure if a child should be placed into protective custody, he/she must notify their supervisor who will make the determination.

b. If the supervisor is unsure if a child should be taken into protective custody, the MEP Unit supervisor will be contacted for direction.

(4) **Placement of Children Removed from Custody of Parent or Guardian:**

a. It is an officer’s decision whether to remove a child from the custody of a parent or legal guardian. When a decision is made to remove a child, officers must contact the Denver Department of Human Services (DDHS) Hotline at 720-944-3000 and inform the social worker that a child placement is needed.

b. It is DDHS’s decision where the child will be placed.

1. Officers will provide to DDHS, information of the child and circumstances necessitating placement. DDHS approval of the child placement location is REQUIRED before officers make a placement. This includes placing a child with family members or relatives of the parent or legal guardian.

2. Officers must include the placement location in the narrative of the General Occurrence (GO) report.

3. Other than a custodial parent or legal guardian, an NCIC/CCIC warrant check and criminal history will be completed on any person agreeing to take custody of the children. This information will help determine whether the person in question is appropriate to take custody.

(5) **Arrest of Parent or Legal Guardian:**

a. When reasonable and to the degree possible, officers arresting a parent or legal guardian should do so outside the presence of the arrestee’s children.
b. When arresting a custodial parent or legal guardian, unless another lawful custodial parent or legal guardian is immediately available to take custody, placement of the children through DDHS is required. If there is doubt as to the legal custodial status of the remaining parent or guardian, officers will contact DDHS for approval.

(6) **CHILDREN LESS THAN 72 HOURS OLD:**
When a child is **LESS THAN 72 HOURS OLD**, officers are prohibited from taking custody of that child without a court order EXCEPT in the following circumstances:

a. When a child under 72 hours old is identified by a physician, registered nurse, licensed practical nurse, or physician’s assistant engaged in the admissions, care, or treatment of patients as being affected by substance abuse or demonstrating withdrawal symptoms resulting from prenatal drug exposure.

b. When the newborn child’s parent or parents have been determined by a physician, registered nurse, or qualified mental health professional to meet the criteria specified in CRS §27-10-105, for custody, treatment, and evaluation of mental illness or grave disability.

c. When the newborn child is subject to an environment exposing the newborn child to a laboratory for manufacturing controlled substances as defined in CRS §18-18-102 (5), which states;
   - “Controlled substance” means a drug, substance, or immediate precursor included in Schedules I through V of Part 2 of CRS §18-18-102, including cocaine, marihuana, and marihuana concentrate.

d. If an officer takes custody of a child under any of these circumstances, he/she **MUST** serve the parents with a request to appear on a Protective Custody Notice and/or Request to Appear (DPD 140). When completing the notice/request to appear:
   - Check the “Protective Custody” box.
   - Order-in the parents to the Family Crisis Center for the next business day at 0900 hours.
   - Indicate that the DDHS Hotline has been notified of the request to appear.

e. The officer will complete a General Occurrence (GO) report titled, “Child Abuse-Simple.”

f. If the criteria in OMS 308.02(6) a, b, or c are NOT met, a court order is required to take custody of the child. When a court order is required, officers must do the following:
   1. If a social worker with the DDHS is not present, officers will call the DDHS Hotline at 720-944-3000 and ask for the on-call DDHS caseworker.
   2. Advise the caseworker of the circumstances. The caseworker will contact the on-call juvenile court judge for a verbal order.
   3. DDHS may call for officers to assist with a civil standby when a child is taken into protective custody on a judge’s order. Officers do not need to complete a General Occurrence (GO) report in these circumstances.

(7) **AMERICAN INDIAN CHILDREN:**
To conform to Colorado Children’s Code CRS §19-1-126, Compliance with the Federal “Indian Child Welfare Act,” whenever a American Indian child is being removed from the home, officers must:

a. Notify the DDHS Hotline of:
   1. The child’s ethnicity, and
   2. The Indian tribe the child belongs to (if known), and
   3. That the parents have been requested to appear at the Family Crisis Center the next business day at 0900 hours;

b. Serve the parents with a request to appear on a Protective Custody Notice and/or Request to Appear (DPD 140). When completing the report:
1. Check the “Protective Custody” box.
2. Order-in the parents to the Family Crisis Center for the next business day at 0900 hours.
3. Indicate that the DDHS Hotline has been notified of the request to appear.

c. If officers are unsure of the child’s ethnicity, DDHS will make that determination after the child is placed, and will determine whether they are affiliated with an Indian tribe.

d. Complete a General Occurrence (GO) report.

8) Social Workers – Limitation of Authority:
Social workers with the DDHS do not have authority to remove children from a home without a court order. Officers called to assist DDHS will adhere to CRS §19-3-401, which states: “whenever the safety or well-being of the child is immediately at issue the officer must remove the child from the environment.”

a. In order to take a child into protective custody, the social worker must provide information to show that the safety or well-being of the child is immediately at issue, and the officer must include this information in a General Occurrence (GO) report.

b. The authority to remove a child can be based on the information given by the DDHS worker, and may include the history of the family known by the social worker.

c. Ultimately, the decision to place children in protective custody is up to the officer, but consideration should be given to all the circumstances surrounding the incident.

d. In situations where the officer is unsure what actions to take, the MEP Unit supervisor should be contacted through the Denver 911 supervisor.

e. The DDHS worker will serve the parent or legal guardian with the Notice of Rights and Remedies for Families form (DDHS Form).

9) Protective Custody – General Reporting Procedures:
When a child is placed in protective custody, officers will:

a. Complete a Protective Custody Notice and/or Request to Appear (DPD 140). This form also gives parent their parental rights.

b. Check the box “Protective Custody” on the front of the Protective Custody Notice and/or Request to Appear.

c. Not disclose the location of children placed in protective custody to persons other than law enforcement or DDHS personnel. Parents will be referred to the MEP Unit.

d. Complete a General Occurrence (GO) report, if the incident is a criminal event. If a General Occurrence (GO) report has already been completed and the protective custody is related to the same event, officers must add a statement to the existing report, detailing the circumstances of the protective custody hold.

e. Add a statement detailing circumstances of the protective custody hold, if in relation to the event, a non-criminal General Occurrence (GO) report was completed and the protective custody is related to the same event.

f. When no adults are present, leave a copy of the Protective Custody Notice and/or Request to Appear (DPD 140) at the residence.

308.03 CHILD ABUSE, CHILD NEGLECT, SEXUAL ASSAULT TO A CHILD BY A PERSON IN A POSITION OF TRUST OR A FAMILY MEMBER

1)Calls Initiated Through DDHS Hotline:
Upon completion of the call, officers will call the Hotline at 720-944-3000 and detail the outcome. DDHS’s Hotline is staffed 24 hours a day, seven days a week.

2)Reporting / Notification Requirements:
a. In all cases concerning neglected, abandoned, abused, or sexually abused children, and children are present, the officer will complete a General Occurrence (GO) report irrespective to the call being founded or unfounded. This includes welfare checks of children reported by DDHS. Should children not be present and there is no information identifying who the children are, the officer will complete the GO report with an offense code titled “Letter to Detectives,” and route the letter to the Child Abuse handle.

b. In cases of sexual assault on a child when the suspect is in a position of trust or is a family member, the victim should not be interviewed unless it is necessary. A statement should be obtained from the witness or witnesses the victim reported the sexual abuse to.

c. In all cases of reported sexual abuse, physical abuse or neglect, officers must obtain statements from all witnesses, including other officers.

d. Determine if the victim needs medical care, and if so, an ambulance will be called to the scene.

e. If the victim has injuries, photographs are needed. This can be done by the Crime Laboratory, or if the Crime Laboratory is unavailable, with a digital camera. If a digital camera is used, the memory card should be placed into the Property Management Section. When taking photographs of a child and their injuries, officers should consider whether making the child disrobe would cause them trauma. Officers should consider calling an ambulance, or taking the child to a medical facility to assist in taking photographs.

f. Determine if the child can stay in the home or if the child needs placement. See OMS 308.02.

g. REQUESTS TO APPEAR:

1. Serve a request to appear to all persons involved, including the victim, on a Protective Custody Notice and/or Request to Appear (DPD 140) to the Family Crisis Center.

2. All requests to appear are to be done Monday through Friday, excluding holidays, at 0900 hours.

3. In cases of sexual abuse, the suspect must also be given a separate Request to Appear (DPD 75), and the time must be changed to 1300 hours. The Request to Appear location will be police headquarters.

4. If no adults are present, officers must leave a copy of a Protective Custody Notice and/or Request to Appear (DPD 140).

5. Officers must contact the DDHS Hotline at 720-944-3000 and inform the case worker of the request to appear, and the names of the persons ordered-in. Officers must indicate on the Protective Custody Notice and/or Request to Appear (DPD 140) that the DDHS Hotline has been notified of the request to appear.

(3) CHILD ABUSE OR SEXUAL ASSAULT ON A CHILD BY A PERSON IN A POSITION OF TRUST:

Officers will not arrest a person for the charge of Child Abuse or Sexual Assault on a Child by a Person in a Position of Trust, without the prior approval of their supervisor, or a supervisor or detective assigned to the MEP Unit. If extenuating circumstances exist that an arrest of the suspect is needed to ensure the officer’s or public’s safety, officers should arrest the suspect, then notify the MEP Unit supervisor through Denver 911.

(4) REPORT DISTRIBUTION AND NOTIFICATION AS FOLLOWS:

a. The original copy of the Protective Custody Notice and/or Request to Appear (DPD 140), will be given to the parent or guardian or left at the residence.

b. The second copy (carbon copy) of Protective Custody Notice and/or Request to Appear (DPD 140), along with the original statements, will be HAND CARRIED to the Records Section to be scanned.

1. Officers must hand carry a copy of the Protective Custody Notice and/or Request to Appear (DPD 140) to the MEP Unit, or, if the MEP Unit is closed, left with the Records.
Unit to be mailed to MEP.

2. The third copy of Protective Custody Notice and/or Request to Appear (DPD 140), will be sent to DDHS through inter-department mail or left with an agency where a child is placed if they were taken into protective custody.

c. If a parent or legal guardian is served with a request to appear at the Family Crisis Center or the Denver Children’s Advocacy Center, the officer must:

1. Contact the DDHS Hotline at 720-944-3000 and inform them of the request to appear and the names of the persons requested to appear.

2. Indicate on the Protective Custody Notice and/or Request to Appear (DPD 140) that the DDHS Hotline has been notified of the request to appear.

d. If the child is hospitalized and a hold is placed on the child, one copy of the Protective Custody Notice and/or Request to Appear (DPD 140) must be given to the hospital. The officer must notify the DDHS Hotline at 720-944-3000 if a hold is placed on a hospitalized child.

e. When a child is placed into protective custody, officers must check the box, “Protective Custody” on the front of the Protective Custody Notice and/or Request to Appear (DPD 140).

1. When children are placed into protective custody, the location of the children will not be disclosed to persons other than law enforcement or DDHS personnel. Parents will be referred to the MEP Unit.

### 308.04 CHILD PORNOGRAPHY

(1) **PHOTOGRAPHS OR PAPER COPIES OF CHILD PORNOGRAPHY:**

a. Retrieve all evidence relating to the child pornography and take a statement from the complainant detailing how the evidence came into his/her possession.

b. If the evidence is printed photographs, or photograph negatives/memory cards, retrieve the envelope that was submitted to the company for printing or developing, and place it into the Property Management Section.

c. Place the evidence showing the child pornography into the Property Management Section, in a paper envelope, sealing it with evidence tape.

d. Officer will create a General Occurrence (GO) report with an offense code titled, “Letter to Detectives”, and route the letter to the Child Abuse handle. Send original statements to the MEP Unit.

e. The possession of child pornography is illegal. The company or person providing the evidence to police is forbidden from keeping any evidence depicting child pornography.

f. If a suspect is present, the MEP Unit supervisor will be contacted through a Denver 911 supervisor.

g. In unusual circumstances or situations that are not clearly covered by procedure, officers will request the presence of a supervisor. The supervisor is encouraged to call the MEP Unit or the on-call MEP Unit supervisor for advice or assistance.

### 308.05 DRUG ENDANGERED CHILDREN (DEC)

(1) **DEFINITIONS**

a. Drug Endangered Children (DEC) refers to children who:

1. Are less than 18 years of age.
2. Suffer physical, emotional or mental harm, or neglect from direct or indirect exposure to illegal drugs or alcohol.
3. Live in a house where illegal drugs are used and/or manufactured.
4. Ingest or inhale illegal drugs in the home.
5. Are exposed to the toxic chemicals of home drug labs.
6. Are infants exposed to illegal drugs in utero.
7. Suffer physical abuse and neglect because of their caretaker’s substance abuse.

b. Controlled substance means a drug, substance, or immediate precursor included in Schedules I through V of Part 2 of CRS §18-18-102, including cocaine, marihuana, and marihuana concentrate.

c. Clandestine laboratory is defined as a scene having hazardous chemicals, glassware, fertilizers, seeds, molds or spores used to manufacture or grow controlled substances.

(2) **Patrol Response:**

a. When officers arrest a suspect for possession or sale of a controlled substance and a child is present, and the suspect is the guardian or parent of the child, officers will determine if the child is safe. See OMS 308.02.

1. If it is determined the child is not safe, officers will call the DDHS Hotline at 720-944-3000, for placement of the child. The Emergency Response Worker will determine where the child will be placed. Officers should never place children away from their parent or legal guardian without consent from DDHS.

2. Officers will complete a General Occurrence (GO) report, adding the offense “Child Abuse-aggravated,” and route it to the appropriate district narcotics unit.

3. If children are taken into protective custody, officers must complete a Protective Custody Notice and/or Request to Appear (DPD 140), and check the box titled “Protective Custody.” Refer to OMS 308.03(4) for distribution.

b. When officers arrest a suspect for possession or sale of a controlled substance and:

1. There is an indication that the suspect is a legal guardian or parent of a child; and

2. That child may be in danger because of the illegal drugs involved, officers will:
   - Notify DDHS’s Hotline at 720-944-3000 regarding the circumstances of the arrest and any concerns for the child.
   - Include the notification to DDHS in their statement.

c. When officers find evidence of a clandestine laboratory, they will immediately notify the on-call Vice/Narcotics Section or appropriate district narcotics supervisor:

1. If children are involved, their information must be included in the General Occurrence (GO) report.

2. Vice/Narcotics Section or district investigative personnel will contact the DDHS Emergency Response Team to assist with placement of the children.

d. In situations where illegal drugs are present and children may be involved, officers are encouraged to contact the on-call Vice/Narcotics Section or appropriate district narcotics investigative unit supervisor.

**308.06 Missing Persons and Runaways**

(1) **Policy:**

Missing person or runaway reports are taken of people who reside within the City and County of Denver, or if there is credible information indicating the missing adult or juvenile was last believed to be within the City and County of Denver. There is no waiting period for the purposes of reporting a missing person. Missing person cases where extenuating circumstances exist will be investigated immediately.
(2) **RANKING MEMBER OF MAJOR CRIMES DIVISION:**
At the scene of an adult or child missing with extenuating circumstances, the ranking member of the Major Crimes Division who may be present will be in complete charge of the incident without regard to the rank of officers present from other divisions. Under such circumstances, the senior representative of the Major Crimes Division will establish liaison with the command post or uniformed command officer at the scene and make all requests for assistance from the patrol district through the command post or through the regular chain of command of that division, as appropriate.

(3) **DEFINITIONS:**

**Missing Person:**
- Any child 11 years of age or younger whose whereabouts cannot be determined.
- Any child who is 12 years of age, but not yet 18 years of age and who is not considered a runaway.
- Any person 18 years of age or older whose whereabouts cannot be determined and the absence is a significant deviation from normal behavior patterns and cannot be explained.
- Any walk-away from an institution including but not limited to: hospitals, nursing homes, group homes, or other care facilities. A walk-away is any person who leaves on his/her own volition, but does not have the authority to do so.

**Runaway:** Any child who is 12 years of age but not yet 18 years of age will be considered a runaway when the disappearance is the result of the child's actions.

**Extenuating Circumstances:**
- Any circumstance, which subjects a missing person to be at risk or suggests that foul play exists.
- When extenuating circumstances exist, a missing persons report is required whenever any person is reported missing from a location within the City and County of Denver.

(4) **EXTENUATING CIRCUMSTANCES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING ELEMENTS:**
- **Age:** A person under the age of 12 or a person who is elderly. NOTE: An elderly person is a person who has a diminished ability due to an age-related malady, disability, or memory loss.
- **Disability:** A person of any age who is missing and who has a physical or mental disability, which subjects that person or others to personal danger. This includes, but is not limited to the inability to communicate due to language disability or language difference and Missing Civilly or Criminally Committed Mental Patients.
- **Endangered:** A person of any age who is missing under circumstances which indicate the missing person may be in danger. This includes in the company of another person who is considered dangerous, exposure to a dangerous environment or when sexual exploitation exists or is reasonably believed and any instance where the missing person is reasonably believed to be a victim of foul play.
- **Involuntary:** A person of any age who is missing under any circumstances, which indicate the disappearance, may not have been voluntary.
- **Catastrophe Victim:** A person of any age who is missing after a catastrophe or natural disaster.
- **The absence is a significant deviation from established patterns of behavior and cannot be explained.**
- **Criminal kidnapping:** The missing person has been abducted by someone other than a parent. For procedures to follow in violation of custody order or order related to parental responsibilities, see: OMS 308.15(3).

(5) **REPORTING MISSING ADULTS - INITIAL REPORT:**
The initial report of a missing adult is a non-crime report and is considered "information only." In some instances, missing adults are found to be victims of homicide, suicide or kidnapping. All reports of missing persons will be considered serious during the initial reporting phase. Reports of missing persons will be taken under the following circumstances:
• The missing person is a resident of the City and County of Denver, or
• There is credible information indicating that the missing person was last believed to be within the City and County of Denver.

a. Manner of Reporting:
   An adult (18 years of age or older), may be reported missing via telephone or in person.

b. Officer Response:
   When requested by a complainant, a car will be dispatched to the complainant's location to take the initial report.
   1. When gathering the information, either in person or by phone, an interview will be conducted with the complainant to determine if extenuating circumstances exist. If extenuating circumstances exist, Denver 911 will be notified and a description of the missing person will be broadcast. In addition, the on-call MEP Unit supervisor will be notified.
   2. If extenuating circumstances do not exist, officers will still complete a General Occurrence (GO) report.

c. General Occurrence Reports.
   1. The title will be "Missing Person-Adult".
   2. Location of occurrence will be the last known location.
   3. Time and date of occurrence will be the last time and date seen.
   4. The missing person will be listed as the victim.
      • Include name, DOB, height, weight, hair, and eye color.
      • Include Social Security number and vehicle information.
      • List any distinguishing information in the narrative.
   5. The reporting person will be the complainant.
   6. Circumstances surrounding the missing person will be detailed in the narrative of the report.
   7. If available, have the complainant provide a photograph of the missing person.
   8. The MEP Unit detective will gather any additional information.
   9. With all missing person reports, a CCIC/NCIC Wanted/Missing Person (DPD 110/252) will be completed by an MEP Unit detective or, if extenuating circumstances exist, by the on-call MEP Unit supervisor or detective.

d. MEP Unit Detectives – Responsibilities:
   1. Enter and maintain information about missing persons on the RMS system.
   2. All reports of a missing person will be assigned to a MEP Unit detective for follow-up investigation.

(6) Missing Senior Person Alerts:
Issued through the Major Crimes Division MEP Unit, at the direction of the Commander of the Major Crimes Division (or designee), and with coordination with the Colorado Bureau of Investigation.

a. The following criteria must be met before MEP Unit personnel may consider issuing the alert:
   1. The missing person is 60 years of age or older whose whereabouts are unknown.
   2. A missing person lives in Colorado or was last known to be in Colorado.
   3. The missing person must have a verified mental condition that poses a credible threat to the safety or health of the person.
(7) **VERIFIED DEVELOPMENTAL DISABILITIES ALERTS:**

Issued through the Major Crimes Division MEP Unit, at the direction of the Commander of the Major Crimes Division (or designee), and with coordination with the Colorado Bureau of Investigation.

a. The following criteria must be met before MEP Unit personnel may consider issuing the alert:
   1. The person must have gone missing while in Colorado.
   2. The person must be verified from a law enforcement agency that the missing person has a developmental disability.
   3. There must be a signed written statement from a family member, close friend, caregiver, doctor, or medical facility that verifies that the missing person has a developmental disability(s) that manifested before the person reached 22 years of age.

(8) **CIVILLY OR CRIMINALLY COMMITTED MENTAL PATIENTS - REPORTING REQUIREMENT:**

For a report to be taken by this department, the missing or walk-away person must have left a facility located in the City and County of Denver.

a. Response:

   Officers will be dispatched for persons wishing to report a civilly committed missing person or walk away. Officers will complete a General Occurrence (GO) report titled, “Missing Person-Adult.” The MEP Unit will place a "locate only" want on the person.

   1. Persons wanted on a "locate only" want (e.g., walk away or runaway) from a civil mental health commitment will not be arrested unless they are sought on a warrant or are arrested on probable cause for a criminal offense.
   2. If the person for whom the "locate only" pickup has been placed voluntarily agrees to be returned to the facility from which they walked or ran away, he/she will be transported to that facility. If the officer is unsure if the person was placed in the facility on a voluntary basis, the facility should be contacted.
   3. A mental health hold will not be placed unless the person for whom the "locate only" pickup has been placed exhibits behavior that establishes the need for a mental health hold.
   4. A General Occurrence (GO) report titled, "Letter to Detectives" will be made and routed to the Missing Persons handle whenever a person contacted is the subject of a "locate only" want issued for walk away or runaway from a civil commitment. The MEP Unit will cancel the want.

(9) **UTILIZATION OF THE MEDIA:**

a. Media Releases:

   The Public Information Office (PIO) of the Denver Police Department, in concert with the MEP Unit, utilizes the electronic media, radio, and television to immediately broadcast information about missing, endangered, or abducted children. Media releases can be activated for endangered or abducted adults as well. Media releases will assist in generating community awareness in a short period of time. The Commander of the Major Crimes Division (or designee) will represent the Denver Police Department for media activation purposes.

b. Criteria:

   1. The missing child is under 12 years of age.
   2. An investigation has occurred and the disappearance/abduction is verified.
   3. The missing person is believed to be in danger of serious harm or death.
   4. The missing child or adult is believed to have a proven mental or physical disability and/or a condition that requires immediate attention.
5. Extenuating circumstances exist.
6. Evidence exists to indicate that the missing child was abducted.
7. Evidence exists that an adult was abducted.
8. Sufficient information is available to disseminate to the public that could assist in locating the missing person, suspect, or suspect vehicle.

c. Activation:
1. All procedures of this entire section will be followed.
2. When criteria are met, the Commander of the Major Crimes Division (or designee) will contact the Public Information Office of the Denver Police Department.
3. The Public Information Office representative will facilitate the release of all pertinent missing person information to the media outlets.
4. Information release will be facilitated through broadcast fax and/or broadcast email from the Public Information Office to the media outlets.
5. The Colorado Bureau of Investigation will be notified at 303-239-4211 by the MEP Unit prior to releasing information to the media of incidents meeting criteria outlined in:
   • OMS 308.08(7) - Amber Alerts
   • Section (6) – Missing Senior Persons Alerts
   • Section (7) – Verified Developmental Disabilities Alerts.

d. AMBER Alerts – see OMS 308.08(7) for criteria.

e. Cancellation:
The Commander of the Major Crimes Division (or designee) is responsible for cancellation of an alert.

(10) **Locating Missing Persons:**

a. Missing person wants are not warrants:
   A missing person want, local or national, is not a warrant and the person cannot be arrested for being sought as a missing person.
   1. Missing persons who are physically or mentally handicapped will be handled in accordance with the procedures found in OMS 104.30 Processing the Mentally ill.

b. Officers contacting a person listed as missing will:
   1. Determine if the person is acting under his/her own free will;
   2. Document how the person was identified and the circumstances of the contact in a General Occurrence (GO) report with an offense code titled “Letter to Detectives”, and route the letter to the Missing Persons handle.
   3. Advise the person that a missing persons report has been filed and inform the person which agency placed the want;
   4. If a missing person is arrested for a crime, all missing person reporting procedures still apply.
   5. Any persons or agency requesting information about police contact with missing persons will be referred to the MEP Unit during normal business hours.

(11) **Reporting Missing or Runaway Juveniles:**
Reports of missing or runaway juveniles will be taken under the following circumstances;
• The juvenile is a resident of the City and County of Denver, or
• There is credible information indicating that the juvenile was last believed to be within the City and
County of Denver.

a. General Occurrence (GO) Report:
When reporting a missing child or runaway 12-17 years of age, the GO report will be titled, “Runaway-From Denver”.

1. All missing child or runaway complaints will be taken in person, with the exception of facilities registered with the MEP Unit. Officers dispatched to or otherwise notified of a missing child or runaway will ensure completion of a report rather than referring the complainant to MEP.

2. A photograph of the missing or runaway juvenile will be sent via inter-department mail to the MEP Unit.

3. MEP Unit detectives are responsible for all follow-up investigations involving reported runaways or missing children.

4. Under unusual or extenuating circumstances, the supervisor at the scene will contact the MEP Unit or the on-call MEP Unit supervisor.

5. Treatment/care facilities registered with the MEP Unit may report runaway children in accordance with procedures listed under OMS 308.06(11) e.

b. Extenuating Circumstances:
When the child being reported is missing under extenuating circumstances, officers should refer to OMS 308.08, Denver Police Department Missing or Abducted Child Response. The MEP Unit supervisor should be contacted through the Denver 911 supervisor.

c. Juveniles Returning to Personal Residence:
If a juvenile runs away from foster care to his/her own home, police officers do not have the legal authority to remove the juvenile from his/her own home unless the juvenile is in immediate danger, refer to OMS 308.03, Taking Children into Protective Custody. If the juvenile is not in immediate danger, officers will:

1. Contact the on-call social worker through DDHS’s Hotline at 720-944-3000. If DDHS has been awarded custody of the juvenile, the social worker can respond to the officer’s location and take custody of the juvenile. If DDHS has not been awarded custody, they must get a verbal or written order from a Denver judge to take the juvenile out of the home. Once this is completed, officers can assist DDHS with an attempt to take custody of the juvenile.

d. Married Person Under 18 Years of Age:
When a married person under 18 years of age is being reported missing by his/her spouse, officers will complete a General Occurrence (GO) report titled, “Missing Person-Juvenile.” Should extenuating circumstances exist; the on-call MEP Unit supervisor will be contacted.

e. Runaways from Treatment / Care Facilities:
Treatment/care facilities registered with the MEP Unit reporting runaway children may follow this procedure:

1. Treatment/care facility personnel may make a report of a runaway child in person, or, if they are registered with the MEP Unit, by faxing or emailing a completed Request for Apprehension of a Runaway Child (DPD 100) to the Juvenile Section.

2. The Juvenile Section representative will complete a GO report and provide a case number to the treatment/care facility representative.

3. If the child is believed to be missing under extenuating circumstances, the on-duty or on-call MEP Unit supervisor will be notified.

f. Locating Missing or Runaway Juveniles – See OMS 401.03.
308.07 Kidnapping Cases

(1) MEP Unit:
Investigations of all kidnapping cases where the victim is still missing will be investigated by the MEP Unit.
- If the victim of the kidnapping is a child, officers should refer to OMS 308.08, Denver Police Department Missing or Abducted Child Response. The MEP Unit supervisor should be contacted immediately through Denver 911.

(2) Child Custody Disputes:
Child custody disputes and violation of custody order or order related to parental responsibilities (CRS §18-3-304).

a. If an officer is present with a child and the disputing parties, and:
   1. One party has obtained a protection order against the other party; the officer will be guided by OMS OMS 104.35.
   2. If the welfare of the child is not endangered, the child will be left with the person who was awarded custody through a Colorado court. If there is a court order from another state, officers must contact a MEP supervisor for direction.
   3. If officers determine that the welfare of a child in their presence is in immediate danger, see OMS 308.02 and complete the necessary paperwork.

b. In any circumstance where the child is not present and the allegation is a violation of a custody order or order related to parental responsibilities (CRS §18-3-304), a preliminary investigation will be conducted.
   1. Officers will attempt to locate and return the child to the party who was awarded custody.
   2. If the child is not found and there is no indication the child may be endangered, officers will complete a General Occurrence (GO) report with an offense code titled, “Letter to Detectives,” routing the letter to the Missing Persons handle. Officers will send statements from the complainant and any witnesses to the MEP Unit via inter-department mail. All parties should be ordered in to the MEP Unit the next day at 0900 hours.
   3. If there is any indication that the child may be endangered, or that the child may be taken out of the state or country in violation of a custody order or order related to parental responsibilities (CRS §18-3-304), for the purpose of denying the other parent custody, the MEP supervisor will be contacted through Denver 911. Officers should then refer to OMS 308.08, Denver Police Department Missing or Abducted Child Response.

c. In unusual circumstances or situations that are not clearly covered by procedure, the officer will request the presence of a supervisor. The supervisor is encouraged to call the MEP Unit or the on-call MEP Unit supervisor for advice or assistance.

308.08 Missing or Abducted Child Response

(1) Purpose:
This policy establishes responsibilities and guidelines regarding the Denver Police Department’s response to reports of missing or abducted children, and will be used in conjunction with OMS 308.06, Missing Adults and Runaways.

(2) Policy:
It will be the policy of the Denver Police Department to thoroughly investigate all reports of missing or abducted children in the City and County of Denver. In addition, this agency holds that every child reported as missing with extenuating circumstances will be considered “at risk” until information to the
contrary is received. At the scene of a child missing with extenuating circumstances, as defined in OMS 308.06 (3), the ranking member of the Major Crimes Division who may be present will be in complete charge of the incident without regard to the rank of officers present from other divisions. Under such circumstances, the senior representative of the Major Crimes Division will establish liaison with the command post or uniformed command officer at the scene, and make all requests for assistance from the patrol district through the command post or through the regular chain of command of that division, as appropriate.

(3) **DEFINITIONS:**

**Extenuating circumstances:**
- A missing child who is under the age of 12.
- A child whose disappearance involves circumstances that would cause a reasonable person to conclude that the child should be considered at risk.
- A child who has a medical condition, physical disability, or mental disability which subjects them or others to personal danger
- A missing child who is believed to be: Out of the “zone of safety” for his/her age and developmental stage, a potential victim of foul play or sexual exploitation, with adults who could endanger him or her and/or missing under any circumstance that indicates the disappearance may not have been voluntary.

(4) **DETERMINATION OF EXTENUATING CIRCUMSTANCES:**

a. If it is determined that extenuating circumstances do not exist, and the child is classified as a runaway (defined as “any child who is 12 years of age, but not yet 18 years of age and the disappearance is the result of the child’s actions” [OMS 308.06 (11)]), standard reporting guidelines for runaway children will apply. If the reporting person knows the child’s whereabouts, the responding officer will assist in locating and returning the child.

b. If it is determined the child is missing under extenuating circumstances, the following procedures will be apply. The search for a missing child is a cooperative effort involving Denver 911, patrol districts, and the Major Crimes Division. Every missing child requires different types of investigative techniques depending on the circumstances. This procedure should be used in cases of missing children, but depending on the circumstances not every item may be used. This policy is to be used as a guideline in a missing child case. The main goal of any search is the safe recovery of that child.

(5) **DENVER 911 PROCEDURES:**

a. Missing children under extenuating circumstances will be dispatched as priority one or two.

b. Immediately dispatch an officer to the scene of the report and notify a district supervisor.

c. Transmit the appropriate information to all channels. A critical responsibility of the call taker is to obtain sufficient information from the reporting party for immediate airing, detailing circumstances of the child’s disappearance.

d. If there is an indication the child has been kidnapped, surrounding jurisdictions should be notified. Information about the possible abductor must be aired with special emphasis on the description of the suspect and vehicle used, as well as direction of travel.

e. Basic descriptive information should include the child’s height, weight, hair color, eye color, and clothing, as well as the location where he/she was last seen.

f. Information regarding any prior call should be obtained and relayed to the responding officer(s). If possible, information can be gathered by the call taker of any prior complaints in the area the child was taken or missing from that might have investigative value. Particular attention should be given to complaints involving enticement of children, attempted kidnappings, suspicious persons and public indecency.
(6) **Patrol Response:**

a. Respond promptly to the scene of the report and interview family member/person(s) who made the report and identify circumstances of the disappearance.

b. If the officer determines there are extenuating circumstances, the MEP Unit supervisor must be contacted through Denver 911 and a district supervisor will respond to the scene. Time is essential when investigating a missing child. The officer needs to quickly identify the circumstances of the child’s disappearance to determine if a call out is necessary.

c. Confirm that the child is in fact missing. Search the child’s home; even if the child was reported missing from a different location and the home has already been searched. Officers should never assume that searches have been performed in a thorough manner, and should themselves search the home and surrounding area, paying attention to places a child could be trapped, sleeping, or hiding. Special attention should be given to refrigerators, freezers, fold-out couches, and vehicles, including the vehicle trunk.

d. Obtain a detailed description of the missing child and/or suspect and vehicle, and have information aired citywide, and to surrounding jurisdictions. If circumstances indicate a non-family abduction, information should be distributed statewide.

e. If the child has been abducted from a Denver hospital, consider setting a perimeter around the hospital to reduce possible escape routes for the suspect. Immediately notify Denver 911 to have the MEP Unit supervisor contacted.

f. Give the child’s and/or suspect’s information to RTD, local cab companies, and any other private or city entities whose mobility may assist in locating the child and/or suspect.

g. Verify the child’s custody status and whether or not custody issues could be involved with the child’s location.

h. Gather a list of all family members who are not at the scene. This includes family members the reporting persons contacted, but who are not on scene.

i. Determine when, where, and by whom the missing child was last seen.

j. Secure video recordings/photographs of the missing child and/or the suspect.

k. Seal/protect the scene where child was taken from.

l. Consider assigning personnel inside the child’s home to monitor incoming calls.

m. Complete a neighborhood survey, separating witnesses who are critical to the investigation for interviews.

n. Determine if the child had access to the Internet and/or a cell phone and advise responding detectives.

o. Determine if a grid search for the child is necessary, and if so, coordinate the search with investigative personnel. Treat areas of interest as potential crime scenes.

p. Determine if surveillance or security cameras in the vicinity may have captured information about the child’s disappearance and advise responding detectives.

q. Complete required reports and make required notifications.

(7) **Major Crimes Division Response:**

a. When a child is missing under extenuating circumstances, and the MEP Unit supervisor is contacted, a determination will be made whether a call out should occur. If detectives are called out, a minimum of one detective from the MEP Unit will be called, and the need for additional personnel will be evaluated with regard to the following:

   - Circumstances surrounding the disappearance, which include but are not limited to, the verification of a non-family abduction.
   - Activation of the AMBER Alert system.
- Age of the child.
- Mental capacity of the child.
- Any evidence that indicates the child is in immediate danger.
- Amount of time the child has been missing.
- Number of witnesses that need to be interviewed.

b. Once a call out is initiated, the Major Crimes Division commander will be notified of the circumstances surrounding the disappearance and the number of personnel that have been called out.

c. When members of MEP Unit arrive, they will meet with the patrol supervisor to obtain the facts of the case and determine what additional steps need to be taken by the patrol district.

d. MEP Unit personnel who respond to the scene will investigate the child’s disappearance using sound investigative techniques. The MEP Unit supervisor will go through the Missing Child Investigation Checklist to ensure that all pertinent steps have been made.

e. AMBER Alerts will be issued through the MEP Unit at the direction of the Commander of the Major Crimes Division (or designee). Detectives must quickly determine if the disappearance falls under the criteria for an Amber Alert. If it does, information on the disappearance should immediately be given to the Colorado Bureau of Investigation.

AMBER Alert criteria:
- The child must be 17 years of age or younger.
- The child must be in immediate danger of serious bodily harm or death.
- There must be enough descriptive information to believe a broadcast will assist or help in the recovery.

f. Along with the ongoing investigation, if an AMBER Alert is issued the following will IMMEDIATELY take effect:
   1. Personnel will be assigned to answer telephones in the Major Crimes Division;
   2. Lead sheets will be completed on all calls and reviewed by a supervisor, who will assign personnel to investigate pertinent leads;
   3. A determination will be made by the Major Crimes Division Commander (or designee) if the command post will be brought to the scene of the disappearance. If the command post is used, it will be established away from the parents’ home and away from the media;
   4. A Public Information Officer (PIO) will be notified and respond to the scene, establishing a staging area for the media that is away from the crime scene, the command post, and the victim’s home.

g. Missing Child Investigative Checklist:

NOTE: This is to be used by members of the Major Crimes Division when investigating a report of a missing or abducted child. Not every item in this list may be used depending on circumstance. This is to be used as a guideline in cases of missing children.

1. Verify that the child is in fact missing. When MEP Unit detectives arrive, they will search the home, even if patrol officers have already done a search. Be aware that a small child can fit into a very small space. Detectives should pay particular attention to fold out couches that are inside the home and other areas where the child’s breathing may be restricted.
2. Verify a missing child’s custody status and identify legal guardians.
3. Determine if the case fits the criteria for an AMBER Alert. If it does, detectives must
contact the Colorado Bureau of Investigation to issue one. This should be done as quickly as possible.

4. On child abductions, document the crime scene to include video recording where the child was taken from.

5. Obtain a photograph of the victim/missing child and create flyers for distribution through the National Center for Missing and Abducted Children’s Locater program.

6. Consider the need for a telephone hotline. This is required if an AMBER Alert is issued.

7. Contact the National Center for Missing and Exploited Children.

8. Assign a scribe.

9. Ensure that the description of the missing person has been broadcast to Denver and surrounding law enforcement jurisdictions.

10. Notify the media and other city agencies as appropriate. The PIO should be utilized for release of information to the media. Due to their mobility, bus and taxicab companies should be notified as well.

11. Have the child entered into NCIC.

12. For a missing child, identify their “zone of safety” with consideration of their age and developmental stage.

13. Search the victim’s/missing child’s home and room for leads.

14. Determine if the child had internet access. If so, check the device/computer for any leads.

15. Document the crime scene or the location where the victim/missing child was last known to be.

16. Interview reporting persons and the victim’s/missing person’s family. If necessary, polygraph personnel can be utilized in the investigation.

17. Interview individuals who were last in contact with or who last saw the victim.

18. Interview all other parties who may have information regarding the victim.

19. Police Department personnel should remain with the parents or reporting persons at all times during an active search for the victim/missing child. Notes should be taken of all statements made by these persons. Patrol officers may be utilized for this, but should remain close to the reporting persons to hear any conversation.

20. Determine if the family has had persons to the house who are out of the ordinary. For example, persons doing repairs, maintenance, or other workers.

21. If there is no one else at the victim’s/missing person’s home or his/her parent’s home, an officer should be assigned to intercept all telephone calls. Recording equipment should be considered.

22. Check cars in the area and have the car trunks opened. Consider the use of volunteers to assist in the search. Use of volunteers should be carefully considered because of the possibility of crime scene contamination. A possibility also exists that a suspect may want to be part of the search. The use of volunteers must be approved by the Major Crimes Division Commander and coordinated by MEP Unit personnel.

23. Ensure all leads are being recorded and followed up on as appropriate.

24. Document the perimeter of any search and consider perimeter modification.

25. Conduct a neighborhood survey. Officers conducting this survey should also document all license plates in the neighborhood. MEP Unit detectives will research these license plates.
26. Establish a command post if necessary, and should be located away from the victim’s/missing child’s home. A separate media staging area can also be established, which should be away from both the command post and the home.

27. Contact air support (Air 1) for searches that involve large areas.

28. Search dogs may be considered and used when appropriate.

29. Consider the use of ITN (Intrado Target Notification) to contact residents/occupants of homes near where the child is missing from. While the facts of the case will determine the distance of the Emergency Phone Notification (EPN) launch, the smallest distance should be considered based on those facts. The following should be considered before launching an EPN:
   - The risk of serious bodily injury or death to the missing child and/or adult;
   - The amount of time the child or adult has been missing;
   - Information that indicates an EPN launch would help in locating the child or adult;
   - The missing child and/or adult involves extenuating circumstances;
   - Any EPN launch initiated for the Major Crimes Division must first be approved by the commander of that division.

30. Conduct records research/criminal history searches on all involved persons.

31. Retrieve all prior family information from DDHS at 720-944-3000.

32. If there is any indication the child may have been kidnapped, obtain a list of all registered sex offenders who live/work in the area the child was last seen.

33. Contact all family and friends of the child, and the friends’ families (including persons who are not on scene). This includes persons the family has already contacted, but whom are not present.

34. If appropriate, contact Denver Public Schools to obtain contact information for students who go to school with the victim.

35. Consider retrieving medical and dental records for later use.

36. Consider obtaining a sample of the child’s hair for DNA purposes.

37. The Commander of the Major Crimes Division will determine what further investigative steps will be completed after all leads have been exhausted.

(8) USE OF CANINES FOR MISSING / ABducted PERSONS INVESTIGATIONS:

a. Upon request by the MEP Unit, Front Range Rescue Dogs search teams may be requested for the following searches:
   - Missing children;
   - Missing elderly persons with diminished ability due to an age-related malady, disability, or memory loss;
   - Special needs person of any age with a physical or mental disability, which subjects that person to danger.

b. A member of the MEP Unit will determine the need for the Front Range Rescue Dogs search team after considering the following:
   1. Amount of time the person has been missing;
   2. Circumstances surrounding the incident;
   3. Whether the incident is related to a criminal event.

c. If the incident meets criteria for use of a Front Range Rescue Dogs search team, the MEP Unit detective will:
1. Contact a K-9 Unit or METRO/SWAT supervisor to determine if a Denver Police Department K-9 would be feasible for the search; 
2. If METRO/SWAT K-9s are not suitable for the search, a Denver 911 supervisor will be contacted to determine availability of a Front Range Rescue Dogs search team.

d. Denver 911 will be responsible for the following:
   1. Upon request, a Denver 911 supervisor will verify through a METRO/SWAT supervisor that a department K-9 will not respond;
   2. Request a Front Range Rescue Dogs search team trailing dog through the Boulder County Sheriff’s Office Dispatch Center, 303-441-4444;
   3. Provide the call taker with the name and phone number of the on-scene MEP Unit detective (The detective will be contacted by a representative and/or the responding team member from Front Range Rescue Dogs);
   4. If a team is available, requesting an estimated time of arrival.

e. Front Range Rescue Dogs (FRRD) search teams consist of one handler, one dog, and one operational support member:
   1. FRRD teams will be accompanied by a minimum of one uniformed Denver police officer;
   2. FRRD handlers or support members will not be left unescorted at any time during the search;

f. If during the search it is determined that a crime has occurred or a suspected crime scene is discovered, the search will stop immediately. Denver Police Department personnel will secure the scene and notify the on-scene MEP Unit detective.

(9) RECOVERY OF THE CHILD / REUNIFICATION WITH THE FAMILY:

a. When a child is recovered, MEP Unit personnel are responsible for notifying the appropriate agencies and canceling the NCIC pickup, CCIC/NCIC Wanted/Missing Person (DPD 110/252).

b. Upon recovery, officers should not question the child. An MEP Unit detective will respond to the recovery location. The child should be interviewed by MEP Unit personnel who are trained in the forensic method of interview. If information from the child is immediately necessary, this should be done by the MEP Unit detective.

c. Be aware of evidence that may be on the child and/or the child’s clothing.

d. Release of the child to the family will be done by MEP Unit personnel. Family members should not be taken to the recovery scene.

e. MEP Unit personnel will consider contacting DDHS in assisting with placement of the child and/or reunification with the family.

f. MEP Unit personnel will consider calling the Victim’s Assistance Unit to provide the family with services.
401.01 GENERAL GUIDELINES

(1) POLICY:
The procedures established by the Denver Police Department for handling juveniles are influenced by Colorado Revised Statutes (CRS) and the policies of the Denver Juvenile Court.

a. CRS Title 19, “Children’s Code” states that “a juvenile may be taken into temporary custody by a law enforcement officer without order of the court when there are reasonable grounds to believe that he or she has committed a delinquent act.” A juvenile arrest must meet the same level of probable cause as would be required in an adult arrest. This probable cause must be articulated in all the reports relating to the arrest.

b. The Juvenile Section (303 W. Colfax Avenue, Suite 100) is designed to facilitate the processing and placement of juveniles taken into police custody. On a case-by-case basis, officers are encouraged to use their discretion (within parameters of department policy) and best judgment in deciding what action is to be taken in dealing with juveniles and to take into consideration what would best serve the needs of all concerned parties.

- Lecture and release to parents
- Order-in to concerned investigative unit
- Order-in to Juvenile Court (4F) for minor city ordinance violations
- Arrest for misdemeanor and felony offenses

c. The Unified Summons & Complaint is used to order a juvenile offender directly into Denver County Court for violations of city ordinances. County Court has limited sentencing and penalty powers, and is only meant to handle minor criminal offenses. Per Denver City Charter section 34-17, the county court can fine a minor up to $999.00 per offense, suspend the sentence, defer the judgment, place the juvenile on probation, or order the minor to attend a counseling program approved by the court.

d. A child nine (9) years of age and younger cannot be held for a crime. In all cases where a child nine (9) years of age and younger is suspected of a crime, officers will generate a General Occurrence (GO) report, titled “Letter to Detective”.

- The child will be released to their parent or legal guardian. If no parent or legal guardian can be located, officers will contact the Denver Department of Human Services hotline at 720-944-3000 and ask for assistance in placement of the child.
- A copy of a Request to Appear (DPD 75) and/or Protective Custody Notice (DPD 140) will be left at the child’s residence.

(2) DEFINITIONS:
Child/Juvenile: Any person under eighteen (18) years of age
Delinquent Act: Any juvenile ten (10) years of age or older who has violated any federal or state law, or municipal ordinance, except:
- Non-felony state traffic, game and fish, and parks and recreation laws or rules.
- The offenses specified in CRS §18-13-121, concerning tobacco products.
- The offense specified in CRS §18-13-122, concerning the illegal possession or consumption of ethyl alcohol or marijuana by an underage person or illegal possession of marijuana paraphernalia by an underage person.
• Offenses specified in CRS §18-18-406(5)(a)(I), (5)(b)(I), and (5)(b)(II), concerning marijuana and marijuana concentrate.
• Any municipal ordinance except traffic ordinances, the penalty for which may be a jail sentence of more than ten days.

**Status Offenses:** Although the term “status offense” is not defined in the CRS Title 19 “Children’s Code”, it is commonly used to identify non-criminal offenses which can be committed only by juveniles, which include:

• Runaway (see OMS 401.03)
• Truancy (do not take the juvenile into custody, but return him/her to school)
• Curfew

**FORMS:**

The following section identifies the usage of each form as it relates to juvenile processing. Some of the forms have usage outside of the parameters of this section. See OMS 109.02.

a. **Request to Appear (DPD 75):**
   This form originates when an officer desires to order a juvenile into an investigative unit for investigation of a suspected law violation other than an ordinance violation. Distribution of the form can be found on the face of the form. The 3rd copy of the order-in should accompany all other paperwork documenting the contact with the juvenile and the preliminary investigation. This paperwork should be left at the appropriate investigative section or unit, or forwarded through inter-department mail.

b. **Juvenile Advisement/Waiver (DPD 102):**
   Prior to questioning a juvenile about any suspected offense, officers must complete the Juvenile Advisement/Waiver form.
   1. A parent or legal guardian must be physically present during the advisement and questioning, except as provided in subparagraph 4.
   2. Prior to any questioning, the parent/guardian must be given the opportunity to confer privately with the juvenile.
   3. The advisement portion of the Juvenile Advisement/Waiver must be signed by the parent or guardian and the juvenile.
   4. The parent/guardian and the juvenile may agree to waive the presence of the parent or guardian during questioning. If so, both must sign the Waiver of Presence located on the back of the form.
   5. A bilingual juvenile suspect cannot be used as an interpreter for a non-English speaking parent/guardian for purposes of the Juvenile Advisement/Waiver and parent or guardian consent.
   6. The Juvenile Advisement/Waiver will be left with, or sent to, the appropriate investigative division, section, or unit. Final disposition of the form and all needed copies will be made by the assigned investigating officer.

c. **Wanted/Missing Person (DPD 252/110):**
   This form is completed by the Missing and Exploited Persons (MEP) Unit or the Juvenile Section.
   It records biographical and family data used by MEP detectives to confirm identity of juveniles reported missing or found.

d. **Request for Apprehension of a Runaway Child (DPD 100):**
   This form normally originates at the MEP Unit and is faxed to the Juvenile Section from facilities with an agreement with the MEP Unit. The form is to be signed by a guardian when reporting a
child as missing or runaway. Exception may be required to accommodate a disabled parent or guardian.

e. Unified Summons & Complaint and Statement of Probable Cause/Affidavit for Arrest Warrant (DPD 287):
The Unified Summons & Complaint may be used to order a juvenile offender directly into Denver County Court. It may also be used to apply for an arrest warrant for certain violations of the Denver Revised Municipal Code when completed and attached to a Wanted/Missing Person form (DPD 252/110).

1. Department policy and guidelines outlined by the Denver District Attorney's Office must always be followed. Questions about this policy should be immediately addressed with the Juvenile Section (24/7) at 720-913-8970.

2. Before issuing a US&C, an arresting officer must contact the clearance channel to determine if the juvenile is wanted on other charges.

3. Hand Written Unified Summons & Complaint Warrant (DPD 777W) May Be Used When:
   - A juvenile is not present and his/her identity and date of birth can be verified.
   - A juvenile is charged with a non-traffic violation designated by the Denver District Attorney's Office to be filed in Denver County Court.
   - If an incident involves both a traffic charge (which is classified as a criminal or designated criminal violation) and another ordinance violation, the Unified Summons & Complaint/Warrant (DPD 777W) will be used for all charges.
   - If an incident also involves a traffic charge, which is classified as an Infraction, both a US&C/Warrant and a Uniform Traffic Summons and Complaint/Penalty Assessment Notice will be issued.

4. The US&C/Warrant Will Not Be Issued To a Juvenile:
   - As an order-in to an investigative division, section, or unit.
   - When the juvenile's identity cannot be verified.
   - When charging offenses for which the Denver District Attorney's Office directs a filing in Denver Juvenile Court, designated offenses and circumstances will be addressed in accordance with the provisions of OMS 401.02(2).

5. Using the US&C as a Summons:
   - The US&C form is used as a summons into court when a juvenile identified in a complaint is in custody or when an officer is in contact with a relative of a suspect who is over the age of eighteen.
   - Complete the top half of the form. Indicate the charge(s) by checking the box next to a preprinted violation or write in the violation in the "Other Violations" Section. Enter a court date at least 30 days from the incident.

6. Service:
   - Upon the defendant: a juvenile is in custody and is being served.
   - Upon a parent or relative over the age of eighteen: write in the name and relationship of the person.
   - By certified mail: a detective has established the identity, age and current address of a juvenile suspect but has been unable to serve the juvenile, the juvenile's parents or an adult member of the juvenile's family.

7. Using the US&C as a Warrant (DPD 777W):
At a minimum, the information necessary for an arrest warrant affidavit is that sufficient probable cause exists to believe that the named suspect committed the violation, the suspect is identifiable and the officer must have the suspect's name and date of birth. Do not complete service information or assign a court date.

If the name and date of birth are not available, a General Occurrence (GO) report must be completed.

If sufficient identifying information is available but the named suspect or family member cannot be located, complete as much of the biographical information as possible and enter the appropriate charge(s).

Check “Affidavit” box on a Statement of Probable Cause/Affidavit for Arrest Warrant (DPD 287) and complete the probable cause section.

Have the form notarized and complete a Wanted/Missing Person form (DPD 252/110).

Completed paperwork will be sent to the Identification Section in the routing envelope (DPD 236A).

Juveniles wanted on US&C Warrants must be processed through the Juvenile Section prior to service of the warrant.

Prior to serving a defendant for release, issue a court date at least 30 days from service of the warrant and complete the “Service” section on the bottom of the form.

Information concerning the arrest should be noted on the back of the form under, “Arresting Officer's Notes.”

Original paperwork must be sent to the Records Unit in a scanning envelope (DPD707), for scanning.

f. General Occurrence (GO) Report:

In cases involving the following violations, officers will complete a General Occurrence (GO) Report, including victim and witness statements.

- Domestic Violence (CRS §18-6-800.3)
- Any weapons violation, including possession of a firearm by a juvenile. This includes ALL incidents involving knives (greater than 3½ inches long), BB guns, pellet guns, and all devices that throw or project a missile (if used in a menacing manner). See DRMC 38-129, Air, gas or spring operated guns.
- Offenses committed by a juvenile while in a detention center, halfway house treatment facility, shelter, or any other place used to confine juveniles.
- Assaults or threats to a school administrator, teacher, or other staff member.
- Prostitution or soliciting for prostitution.
- Sex Crimes including Indecent Exposure.
- Assaults that cause injury to the victim which requires medical treatment (including x-rays or stitches).
- Graffiti cases with the exception of Possession of Graffiti Materials. (Most cases will be charged as CRS §18-4-509 Defacing Property.)

The Modification of Prisoner Hold form (DPD 43) is to be used by investigative personnel only and is used to release a police hold on a juvenile held at the Denver Health Medical Center (or any other hospital) or the Gilliam Youth Services Center. This form must be hand carried, emailed or faxed to the intake screening specialist at the Denver Juvenile Service Center.
h. Protective Custody Notice/Request to Appear (DPD 140):
This form is prepared by an officer or detective to advise a parent or guardian that a juvenile has been taken into protective custody by the Denver Police Department, and advises the parent or guardian of their parental rights. Additionally, this form serves as an order-in to the Family Crisis Center. Distribution instructions of the original (and copies) can be found on the face of the form.

i. Juvenile Promise to Appear (DPD 28):
This form is to be used at the discretion of detectives, deputy district attorneys, school resource officers, and Juvenile Section officers only.
- Detectives wanting to issue a Juvenile Promise to Appear (DPD 28) must first have the juvenile respond to the Juvenile Section for processing before service. The form must not be signed by the juvenile until after processing is complete.
- Detectives can use the Juvenile Promise to Appear (DPD 28) for misdemeanor arrests (e.g., unlawful sexual contact, defacing property, criminal mischief, etc.).

j. Sick and Injured Report (DPD 150):
   a. When juveniles are hospitalized and a hold order is placed, a Sick and Injured Report (DPD 150) will be completed in triplicate and distributed as follows:
      1. One copy will be given to the transporting paramedics or given to a Denver Sheriff Department deputy at the hospital.
      2. One copy will accompany the Unified Summons & Complaint. The US&C (including the statement of probable cause, arrest/booking slip and sick and injured report) will be immediately hand-carried to the Juvenile Section.
      3. One copy will be sent via inter-department mail to the Missing and Exploited Persons Unit.

(4) PARENT/LEGAL GUARDIAN NOTIFICATION:
It will be the responsibility of the arresting officer to notify the parent or legal guardian of any juvenile who has been taken into custody.
   a. An exception to this requirement is when an off-duty officer apprehends a juvenile and turns him/her over to on-duty officers. It then becomes the responsibility of the on-duty officers to make notification and to see to the proper distribution of reports and any other paperwork.
   b. If unable to reach the parent/legal guardian by telephone, a uniformed officer will respond to the juvenile’s home address. If the parent/legal guardian is not at home, a note will be left on the door.
   c. When the juvenile resides outside the City and County of Denver, the arresting officer will notify the Juvenile Section and provide the address and phone number of the juvenile's residence. The Juvenile Section officer will notify the law enforcement jurisdiction in which the juvenile resides and request that notification be made.
   d. When juveniles are taken into custody and placed in Gilliam Youth Services Center before the parents are contacted, the officer making notification will advise the parents to call the intake screening specialist at 720-913-8975.
   e. Other exceptions to this procedure are contained in OMS 401.03.

(5) DETENTION/TRANSPORT RESTRICTIONS:
The following detention/transport procedures will apply to all juvenile arrest/custody procedures:
   a. Juveniles will not be transported in a scout car under ordinary circumstances. Exceptions may be authorized by a supervisor or commanding officer under unusual circumstances. Under no circumstance will juveniles be transported in a scout van containing adult prisoners, unless the
scout van is equipped with physical and sound barriers which separate the juvenile from any adults.

b. Juveniles who are detained for status offenses will not be handcuffed to any stationary object and will only be handcuffed to themselves.

c. Juveniles will not be confined to the Van Cise/Simonet Detention Center unless ordered by a juvenile court judge.

d. Juveniles may be placed in the Juvenile Section temporary holding cells as long as the following conditions are met:
   1. Placement must not exceed six (6) hours.
   2. Juvenile offenders of different genders will not occupy the same cell.
   3. The responsibility for monitoring the activity of the juvenile while in the holding cell remains with the officer who placed the juvenile unless:
      - There are procedures at the holding cell assigning responsibility to another officer, or
      - Another officer relieves the placing officer of the responsibility.

e. Juveniles will not be detained in any secure detention facility under the following circumstances:
   - Juveniles identified as status offenders only.
   - At the request of any party to be held for corrective or punitive measures.
   - Juveniles requested to be held solely on a missing person report (except out-of-state runaways).
   - Juveniles who are not on probation and who have violated municipal ordinances, unless the ordinance violation is one that has been listed by the District Attorney’s Office to be filed in the Denver Juvenile Court.

f. See OMS 113.01 for additional holding cell procedures.

(6) MENTAL HEALTH FACILITIES:
No juvenile who has been certified as mentally ill will be removed from a mental health facility without an order from a juvenile court judge. Any juvenile who is not certified as mentally ill may be taken into custody and officers will contact a Juvenile Section intake screening specialist to assist with disposition of the juvenile.

(7) HOLDS AT HOSPITALS OTHER THAN DENVER HEALTH MEDICAL CENTER:
Whenever it is necessary to place a police hold on a juvenile at a hospital other than Denver Health Medical Center, officers will call the Denver Detention Center Intake (720-337-0153 or 0154) to relay information regarding the juvenile on hold. Detention Center personnel will dispatch a Denver deputy sheriff to the facility to take custodial care of the suspect. The deputy sheriff will require a copy of the Sick and Injured report (DPD 150). The officer placing the hold must stand by until arrival of a deputy sheriff.

401.02 ARRESTS

(1) NOTIFICATION:
IN EVERY INSTANCE WHERE AN ARREST/CUSTODY OF A JUVENILE IS MADE, THE JUVENILE SECTION MUST BE CONTACTED BY PHONE (720-913-8970) AND THE INFORMATION PROVIDED. The Juvenile Section will provide direction to ensure the juvenile is properly processed.

(2) MISDEMEANOR ARRESTS:
Juvenile misdemeanor arrests will be processed by taking the juvenile arrestee to the Juvenile Section for processing. The juvenile screening officer at the Juvenile Section will determine whether the juvenile arrestee will be held pursuant to the following conditions:
a. Authority:
In accordance with Rule 3.7 of the Colorado Rules of Juvenile Procedure, "The Chief Judge in each judicial district or the presiding judge of the Denver Juvenile Court will designate a person(s) as officer(s) of the court with authority to determine whether a juvenile taken into temporary custody should be released to a parent, guardian, or other legal custodian, or admitted to a detention or shelter facility pending notification to the court and a detention hearing."
The Juvenile Services Planning Commission has been designated by the presiding judge of the Denver Juvenile Court to perform this function.

b. CRS misdemeanor offenses:
Juveniles arrested for a CRS misdemeanor offense may be held at the Gilliam Youth Services Center pending a detention hearing, with the approval of the intake screening specialist.
1. The arresting officer must process the juvenile through the Juvenile Section. The Juvenile Section will contact an intake screening specialist.
2. The arresting officers will consider the following aggravating factors as determinants in requesting a hold on CRS misdemeanor offenses:
   - Domestic violence or restraining order violations involved
   - Gang related criminal activity
   - Potential for immediate future harm to the victim, a witness or the juvenile
   - The juvenile arrested for a CRS misdemeanor is a runaway or missing person
   - The juvenile has an extensive record, particularly showing crimes of violence, or is on probation
   - The age of the juvenile
   - Refusal of a parent, guardian or verified relative over the age of 18 to take custody of the juvenile, coupled with the inability of the Denver Department of Human Services to locate shelter space
   - Repeat juvenile prostitution violation
   - Physical resistance to an arrest.
3. Juveniles arrested for CRS misdemeanor offenses who are not held will be released on home detention by Paramount Youth Services or given a Juvenile Promise to Appear (DPD 28) by a detective to appear in court. See OMS 401.05.
4. The decision of the intake screening specialist concerning non felony hold requests is made as the designated agent of the Denver Juvenile Court.

(3) Felony Holds (Mandatory or Discretionary):
The arrested juvenile will be taken directly to the Juvenile Section. After processing, the juvenile will be transported to the Gilliam Youth Services Center by the arresting officer or an officer assigned to the Juvenile Section. Detention criteria for felony arrests are as follows:

a. Mandatory Felony Holds:
Juveniles arrested for the following offenses and/or under the following conditions will be placed in the Gilliam Youth Services Center:
1. Unless otherwise directed by the case assignment detective, any juvenile arrested for a felony offense against another person.
2. Possession of a firearm or any offense committed with a firearm.
3. Possession or use of an explosive or incendiary device (CRS § 18-12-109).
4. Any juvenile arson suspect whose actions caused injury to any person or whose actions constitute 1st, 2nd, or 3rd Degree Arson (CRS §18-4-102, 103, or 104). Mandatory detention may be waived by an Arson Investigator of the Denver Fire Department.

5. Juveniles arrested for a felony while being listed as a runaway/missing person.

6. Any juvenile arrested for a felony while on probation.

7. Any juvenile arrested for a felony that physically resisted arrest.

8. Juveniles not mandatorily held under the conditions of this section will be considered under the criteria of discretionary felony holds or order-in procedures.

b. Juveniles arrested for the following offenses and/or under the following conditions may be placed in the Gilliam Youth Services Center under the advisement of the Juvenile Section and intake screening specialist:

1. All residential burglary suspects 14 years of age or older.
2. All non-residential burglary suspects 16 years of age or older.
3. All auto theft suspects who also elude or attempt to elude the police.
4. Any auto theft suspect who has a prior auto theft arrest within the past twelve (12) months.
5. Any auto theft suspect arrested in a stolen vehicle from outside the City and County of Denver.
6. Any felony theft or felony theft from motor vehicle suspect 16 years of age or older who have had a felony arrest within the past twelve (12) months.
7. Unless otherwise directed by personnel assigned to the Vice/Narcotics Section, all juveniles arrested for the following offenses:
   - Unlawful distribution, manufacturing, dispensing, sale, or possession of controlled substances (CRS §18-18-405, substances defined in CRS §12-22-309 through 312).
   - Possession of eight (8) ounces or more of marijuana or any amount of marijuana concentrate (CRS §18-18-406(4) b).
   - Fraud and deceit to obtain controlled substances (CRS §12-22-315).
   - Introducing contraband in the first degree (CRS §18-8-203) or second degree (CRS §18-8-204) or possession of a contraband in the first degree (CRS §18-18-204.1).

130

130

c. Discretionary Felony Holds:

1. Other than the specified felony juvenile arrests, a juvenile may be detained for a felony arrest with approval of the intake screening specialist. Prior to approval, the intake screening specialist will consider the following factors and will not approve mandatory detention unless one or more of the conditions are met.
   - The identity of the juvenile cannot be verified.
   - There is evidence that the felony conduct of the juvenile will resume immediately upon release from police custody.
   - There is evidence that the arrested juvenile has threatened a victim, witness or coconspirator prior to, during, or after arrest.
   - The parent(s), legal guardian(s) or a verified sibling age 18 or older refuses to accept custody of the juvenile.

2. Felony Traffic Offenses:
   Juveniles arrested for felony traffic offenses will be held at the discretion of the Traffic Investigation Section. See OMS 204.17(7).
3. **Home Detention:**

Juveniles arrested for felonies who are not mandatorily or discretionarily held will be released on home detention by Paramount Youth Services. See OMS 401.04(2).

(4) **DESIGNATED ORDINANCE VIOLATIONS:**

Arrests for those ordinance violations which are designated by the Denver District Attorney to be handled as filings in Denver Juvenile Court are processed in the same manner as misdemeanor arrests or orders. See OMS 401.01(3)f.

(5) **WARRANT ARRESTS:**

a. Arresting officers will transport the juvenile to the Juvenile Section for warrant verification and processing. The verified warrant will:

1. Picked up in person at the Identification Section, or
2. Received by FAX only at the Juvenile Section.

b. Denver County Municipal Failure to Appear (FTA), Failure to Comply (FTC) and/or Outstanding Judgment (OJW) warrants (i.e., Denver Marshal JV warrants). These warrants will be processed as follows:

1. After verifying the warrant, the arresting officer will complete an arrest/booking slip and present it to the Juvenile Section.
2. The juvenile will be released to a parent/legal guardian with a new court date after processing.

c. CJIS Warrants, Failure to Comply and Failure to Appear Juvenile Division (JD) warrants, Division of Youth (DYC) warrants, and probable cause (PC) warrants:

1. After verifying the warrant, the arresting officer will complete an arrest/booking slip and present it to the Juvenile Section.
2. The juvenile will be placed in an authorized detention facility (unless the warrant has a specified PR bond).

d. School Resource officers who encounter a juvenile (at school/attending class) wanted on a Denver County Court FTA or FTC (JV) warrant will order-in the juvenile and a parent/legal guardian on a Juvenile Promise to Appear (DPD 28) to the Juvenile Section within 72 hours. The order-in will be made for 1500hrs (excluding weekends and holidays). The juvenile will not be arrested while in school/attending class on these types of warrants.

e. Probation Violation Warrants:

1. The intake juvenile probation officer will notify the parent or guardian of a juvenile arrested pursuant to a probation violation warrant issued by Denver Juvenile Court.
2. CCIC/NCIC will notify the agency initiating the warrant when a juvenile is arrested pursuant to a probation violation warrant issued by another jurisdiction.

f. The Juvenile Section will not process juveniles for these types of warrants. Officers will advise the juvenile and parent/guardian about the warrant and instruct them to contact the court:

- Municipal traffic warrants: (M) per CRS §19-2-402(1)(b)
- Municipal out of county warrants: (JW) and (GJ)

(6) **WRITS OF ASSISTANCE:**

Writs of assistance are court orders issued upon application by Denver Human Services (DHS) for the apprehension of a juvenile. They require officers to take a juvenile into custody. Denver County writs of assistance are entered into CCIC/NCIC by the Missing and Exploited Persons Unit.

a. The caseworker at the DDHS Hotline at (720-944-3000) will be contacted to determine the placement for a juvenile apprehended pursuant to a Writ of Assistance.
b. The apprehending officer(s) will not be required to notify a parent or guardian.

c. Officers will complete a General Occurrence (GO) report with an offense code titled, “Letter to
Detectives,” or they can complete a supplemental to the original report. The letter detailing
circumstances of the contact and the outcome of the juvenile’s placement will be routed to the
Missing Persons handle.

d. A copy of the Writ of Assistance must accompany the juvenile to the place of detention or shelter.

(7) DISPOSITION OF JUVENILES NOT HELD:

Juveniles arrested for offenses for which a mandatory felony hold is not required, for offenses in which a
discretionary felony hold is not applied, and for all other situations which the intake screening specialist
does not approve detention, may be ordered into court, issued a request to appear to a detective, given a
Promise to Appear (DPD 28) to state court by a detective, or released on home detention by the intake
screening specialist.

(8) ORDER-INS TO INVESTIGATIVE UNITS:

Order-ins may be processed by completing a Request to Appear (DPD 75), and one of the following:

a. Having a parent/legal guardian respond to any police facility to take custody of the juvenile.

b. Transporting the juvenile home if the parent/legal guardian is present but cannot respond to take
custody the juvenile.

c. If a parent/legal guardian cannot be contacted, refuses to accept the juvenile at home, or refuses
to take custody the juvenile, the juvenile will be taken to a shelter designated by the Denver
Department of Human Services Hotline (720-944-3000).

(9) ORDER-INS TO JUVENILE COURT:

A Juvenile Promise to Appear (DPD 28) will be prepared by detectives whenever a juvenile is arrested for
probable cause or pursuant to a probable cause warrant and is:

a. Taken to a shelter or release to a parent/guardian. The parent/guardian will be required to sign
the Promise to Appear (DPD 28).

b. The appearance date will be the first working day three (3) weeks from the date of service.

(10) RESISTANCE ARRESTS:

a. Criteria:

Juveniles arrested for resisting arrest will be charged with CRS §18-8-103, Resisting Arrest (class
two misdemeanor), when any of the following are committed by the juvenile during the resistance:

- Any intentional behavior during the resistance that could cause injury to the officer(s).
- Any use of a weapon by the juvenile during the course of the resistance.
- Any attempt by the juvenile to gain control of the officer’s firearm.
- Damage to police vehicles and/or other police property.
- Significant damage to any other private or public property.
- Juveniles arrested for resisting arrest who do not commit any of the above will be cited with
DRMC 38-32 on a Unified Summons & Complaint, as permitted in OMS 401.01(3), and will
be ordered into Courtroom 4F or 160 with an appropriate court date.

b. Officers charging juveniles with CRS §18-8-103 must complete the necessary paperwork
including a General Occurrence (GO) report, an arrest/booking slip with probable cause
statement, and any required statements.

1. The approving supervisor will ensure that the criteria for charging CRS §18-8-103 has
been properly documented.

2. See OMS 401.02(3) for mandatory hold procedures.
(11) **VIOLATION OF LIQUOR CODE:**

a. Processing:

   When a juvenile is arrested for a violation of the Liquor Code (e.g., the use of false identification to obtain beer or liquor, an attempt to gain entry into an establishment prohibiting juvenile presence, or underage drinking, etc.), it is not necessary to process the person through the Juvenile Section unless identification cannot be established or other charges are pending.

   1. Arresting officers will issue a Unified Summons & Complaint for violation of CRS §12-47-901, Unlawful acts.

   2. Repeat offenders, if known, will be ordered-in to the Vice/Narcotics Section for 1130 hrs, Monday through Friday. The parent/guardian must accompany the juvenile and it is imperative that all reports reach the Vice/Narcotics Section prior to the order-in date/time.

   3. If a juvenile is contacted drinking in a vehicle on a public way, a traffic citation may be issued for DRMC 54-127, Drinking Alcoholic Beverages Prohibited in Vehicles on a Public Way. An order-in to the Vice/Narcotics Section is not required.

   4. All confiscated liquor and related evidence (i.e., false identification, etc.) will be placed in the Property Management Section.

(12) **MASS ARRESTS:**

In the event of a civil disorder or other incidents involving the arrest of a large number of juveniles, the procedures of order-in and holding in custody may not be applicable. The situation commander (or designee) will coordinate with the Chief Juvenile Probation Officer (or designee) and the regional manager of the Division of Youth Services (or designee) for arrestee disposition.

(13) **GILLIAM YOUTH SERVICES CENTER – ADDITIONAL CHARGES:**

a. Officers who respond to the Gilliam Youth Center on an in-custody delinquent act will (if appropriate) complete a General Occurrence (GO) report, probable cause statement, and an arrest/booking slip. The reporting officer will notify Juvenile Section that the in-custody juvenile will need to be fingerprinted and photographed.

b. Detectives wanting to add new charges to a juvenile who is currently in-custody at the Gilliam Youth Services Center will notify the Juvenile Section of the new charges and provide a General Occurrence (GO) report and/or number and a probable cause statement. An officer assigned to the Juvenile Section will complete an arrest/booking slip, respond to the youth center to fingerprint/photograph the juvenile and notify the Identification Section of the new record.

(14) **SPECIAL NEEDS EXCEPTIONS:**

a. Medical Issues and Intoxication:

   Juveniles that require medical care beyond the scope of the detention facility’s level of medical service, who are visibly intoxicated, or under the influence of a controlled substance, will be taken to a hospital. The fact that a juvenile may have ingested alcohol or marijuana in the past and it does not impair their ability to function will not require them to be transported to Denver Health Medical Center if the officer determines their health and safety are not at risk. They may be placed in secure detention after being medically evaluated by Denver Health Medical Center personnel if they fit the mandatory or discretionary felony detention criteria, or with the approval of the intake screening specialist for misdemeanors or other circumstances.

   Per Gilliam Youth Services Center; if a juvenile is visibly high, drunk or has used “hard drugs” in the prior 24 hours he/she must be cleared through DHMC. Required medications for any life threatening illnesses such as diabetes, asthma or heart issues, must accompany the juvenile when arrested. If the medications have not accompanied the juvenile, he/she must go to DHMC to be cleared.

b. Mental Health Considerations:
Juveniles who present a danger to themselves or others as a result of a mental disturbance will be taken to Denver Health Medical Center Psychiatric Emergency Room on a Mental Health Hold.

1. The Missing and Exploited Persons Unit will be notified with a copy of the M-1 (emergency mental health hold).
2. Juveniles held on an M-1 cannot be placed on investigative holds. If a crime has been committed, advise the affected investigative unit or complete a Request to Appear (DPD 75) for the affected investigative unit.

If a placement of a juvenile is made under the conditions of this section and the juvenile has been arrested for a felony or for a CRS misdemeanor, officers will complete a GO report titled, "Letter to Detective".

(15) RELEASE OF POLICE HOLDS:

a. Release Prior to Detention Hearing:

Juveniles placed in the Gilliam Youth Services Center on police holds may be released from the hold prior to a detention hearing by the assigned investigative officer or supervisor only.

1. A Modification of Prisoner Hold form (DPD 43) will be used to cancel the hold.
2. A copy of the Modification of Prisoner Hold form (DPD 43) will be faxed to the intake screening specialist at Paramount Youth Services (720-302-2405). In the event of a fax failure at Paramount Youth Services, the investigative officer or supervisor will call the intake screening specialist and verbally cancel the hold at 720-913-8980. This call will be followed up with the mailing of a copy of the form to the intake screening specialist, located at Denver Juvenile Services Center (Juvenile Section), 303 W. Colfax Avenue.

3. The original copy of the Modification of Prisoner Hold form (DPD 43) will accompany the supplementary report and other investigative material to the Records Section.

b. Releasing Holds While Placed in DHMC:

Juveniles placed in Denver Health Medical Center on police holds may be released from the hold by the assigned investigative officer or supervisor.

1. A Modification of Prisoner Hold form (DPD 43) will be used to cancel the hold, and must be faxed to the Denver Sheriff Department deputy assigned to Denver Health Medical Center at 303-602-1740. The investigative officer or supervisor will also call the Juvenile Section and make notification.
2. A copy of the Modification of Prisoner Hold form (DPD 43) must accompany the supplementary report and other investigative material to the Records Section.

401.03 RUNAWAY/PROTECTIVE CUSTODY

(1) LOCATING A MISSING OR RUNAWAY JUVENILE:

Detaining officers will verify the want through NCIC/CCIC prior to initiating any of the following procedures. See OMS 308.11 for reporting requirements (new cases).

a. Runaways (Denver cases):

When officers locate a missing or runaway juvenile, they will complete a supplemental to the original report. The juvenile runaway will be:

1. Released to a parent or guardian at the scene of apprehension if the parent/guardian accepts custody.
2. Released to a responding parent/guardian at a police facility.
3. Taken home if phone contact with the parent/guardian establishes that the parent/guardian will accept custody but lacks transportation or is disabled.

4. Transported by officers to the Juvenile Section. The Juvenile Section will be responsible for finding placement.

5. Removed from NCIC after the responding officer has contacted the Juvenile Section.

b. Runaways (outside jurisdiction cases):

When a Denver police officer detains an out of Denver runaway from the metro area:

1. Custody may be transferred if a parent/legal guardian (or to a law enforcement officer from the initiating agency) is present at the scene of apprehension and is willing to take custody of the juvenile.

2. If a parent/legal guardian (or a law enforcement officer from the initiating agency) is not present, the officer will notify Denver 911 and instruct them to contact the initiating agency for the purpose of transferring custody. Denver911 will attempt to identify a mutually agreed upon location with the initiating agency so that custody of the runaway can be transferred. Officers are not required to notify the parent/legal guardian.
   - If the initiating agency cannot respond within a reasonable amount of time, the runaway will be transported to the Juvenile Section for processing. As soon as the initiating agency is available and as staffing permits, Juvenile Section officers will transport the runaway to execute a transfer of custody.
   - If the initiating agency is unwilling or unable to take custody, the Juvenile Section will complete the necessary processing and place the runaway in a shelter designated by the Denver Department of Human Services. Placement in a shelter will be the last course of action for juveniles sought by law enforcement agencies that adjoin Denver. Juvenile Section officers will complete a General Occurrence (GO) report titled, "Letter to Detective," that will include full documentation concerning refusal by the adjoining law enforcement agency to meet Denver officers for transfer of the juvenile. The name of the person contacted, if known, will be included.

3. Apprehended out-of-state runaways will be held in a staff secure detention facility. The juvenile must be processed by arresting officers who will verify the want by taking him/her to the Juvenile Section. The Juvenile Section will maintain a list of approved staff secure detention facilities.

c. Runaways now eighteen (18) years of age or older:

The individual will be handled as adult missing person. See OMS 308.11. NOTE: The Missing and Exploited Persons Unit (MEP Unit) on-call supervisor or detective should be contacted immediately if there is any evidence that the person is not exercising free will.

d. Runaways from a Mental Health Facility:

1. Juveniles, who are certified as mentally ill, will be returned to the mental health facility if that facility is located in the City and County of Denver. Officers will contact the Juvenile Section for assistance if the facility is located outside of Denver.

2. Juveniles who are not certified as mentally ill may be returned to the facility if that facility accepts custody and it is located in the City and County of Denver. Officers will contact the Juvenile Section for assistance if the facility is located outside of Denver, or if the facility will not accept the juvenile.

3. If the juvenile runaway is also apprehended for the commission of an offense:
   - A juvenile who is certified mentally ill will be returned to the facility if it is located in the City and County of Denver. The necessary reports will be sent to the appropriate investigative division, section, or unit. The narrative of the General Occurrence (GO)
report will include a notation that the juvenile has been returned to the mental health facility and the name and phone number of a daytime contact person at the facility. Any deviation from this procedure will be by order of a juvenile court judge.

- A juvenile who is not certified as mentally ill will be processed in accordance with NORMAL arrest/custody procedures. Return of the juvenile to the mental health facility from which he/she was placed can take the place of release to parent or shelter dispositions if the facility is located in the City and County of Denver and agrees to accept return of the juvenile.

e. Runaways from the Department of Human Services Facilities:

   Officers taking custody of a juvenile wanted as a runaway from a Department of Human Services facility will first clear the juvenile for warrants and then call the originating facility to determine placement (i.e., returning to the originating facility, transported to another facility or placed in Gilliam Youth Services Center).

401.04 IDENTIFICATION AND RECORDS

(1) FINGERPRINTING AND PHOTOGRAPHING:

   Any juvenile placed under arrest for a felony or misdemeanor charge will be fingerprinted and photographed by an officer assigned to the Juvenile Section.

   a. In the event an assigned investigating officer discovers that a juvenile’s current photograph is inadequate for identification purposes, the investigating officer may request that the Juvenile Section retake a photograph of a detained juvenile.

   b. Whenever a juvenile is fingerprinted and photographed at the Gilliam Youth Services Center, an officer assigned to the Juvenile Section will respond to fingerprint and photograph the juvenile and will notify the Identification Section of the new record.

(2) DPD IDENTIFICATION NUMBER / ARREST RECORDS:

   Any juvenile to be ordered-in on a COURT Promise to Appear (DPD 28) for a felony offense, gang-related offense, or weapons offense, must first be processed through the Juvenile Section to establish a DPD identification number or to add charges to an existing DPD record. It is important that juveniles are not to be served with a Juvenile Promise to Appear (DPD 28) until he/she is processed.

   a. A juvenile cannot be fingerprinted or photographed if he/she is not under arrest.

   b. If a juvenile is under investigation, but not under arrest, the juvenile must give permission for a photograph and fingerprints to be taken, or the investigating detective must obtain a Rule 41.1/C.R.J.P. Rule 3.4.

   c. If a juvenile is to be issued a Unified Summons & Complaint, that juvenile may be fingerprinted and photographed in the Juvenile Section prior to being served with the summons. It is imperative that a juvenile not be served with a summons until after he/she is processed. Once a juvenile is served a summons, he/she cannot be processed.

(3) IDENTIFICATION SECTION FILES:

   Photographs and fingerprint cards will be maintained in Identification Section files, indexed by name and DPD identification number.

   a. Photographs of juveniles are available to law enforcement officers upon request.

   b. Photographs of juveniles are not available to the public.
**401.05 INVESTIGATIVE ORDER-INS**

(1) **PROCEDURE:**

Juveniles may be served with an order-in to an investigative unit on a Request to Appear (DPD 75) with the following provisions:

a. The order-in will specify the time and location of the order-in, and will include the nature and location of the offense.

b. The Request to Appear (DPD 75) will not be used to order in a juvenile to an investigative unit for an ordinance violation unless the ordinance violation is one which has been designated by the Denver District Attorney's Office to be filed in Denver District Court. See OMS 401.01(3)f. All other ordinance violations will be charged on the Unified Summons & Complaint.

c. Each order-in completed by an officer must be accompanied by a General Occurrence (GO) report, or at minimum a GO report titled “Letter to Detective”. The only exceptions are those cases in which an order-in has been requested by a detective.

d. After the form is signed, the original will be given to the juvenile and the first copy to the parent/legal guardian. Copy three (3) will be left with or sent via inter-department mail to the responsible investigative division, section, or unit.

e. If the juvenile is detained at a shelter, copies one and two of the complete Request to Appear (DPD 75) will be left at the shelter for completion of service. The third copy will be sent via inter-department mail to the responsible investigative bureau, section, or unit.

f. It is imperative that the order-in and all other related documents reach the investigative division, section, or unit prior to the time of the order-in.

(2) **ORDER-IN TIMES:**

a. **District Level Crimes:**

   All crimes investigated at the district level will be ordered-in into the district of occurrence at 0900 hrs on the next calendar day unless otherwise directed by a district investigator or supervisor. EXCEPTION: Officers will contact the on-call Graffiti Unit detective through Denver 911 and request an order-in date and time for graffiti related offenses.

b. **Robbery (Business only) – Major Crimes Division:**

   The order-in will be made to the Robbery Unit at the Police Administration Building for 0900 hrs on the next calendar day unless otherwise directed by a Robbery Unit detective or supervisor. NOTE: Street robberies are investigated at the district level.

c. **Vice/Narcotics Section – Investigative Support Division:**

   All vice related offenses will be ordered-in to the Vice/Narcotics Section (room 310) at the Police Administration Building for 1800 hrs, Tuesday through Saturday, unless otherwise directed by the Vice/Narcotics detective or supervisor. NOTE: Drug related offenses are investigated at the district level.

d. **Traffic Investigation Unit:**

   All traffic offenses will be ordered-in to the Traffic Investigation Unit (3381 Park Avenue West) for 0830 hrs on the next calendar day unless otherwise directed by a Traffic Investigation Unit detective or supervisor.
501.01 Ranking Officer at the Scene of a Crime

1. They will return to service all uniformed personnel not needed at the scene.
2. They will assume command of the investigation on the scene and in the immediate area.
3. They will direct all uniformed and detective bureau personnel, including supervisors, so that their efforts and skills can be fully utilized. (Exception: #12)
4. They will retain responsibility for the investigation until time or the distances involved impede their efficiency at which time they shall make arrangements for an Investigation Division supervisor to assume control.
5. They shall review the progress of the investigation prior to their arrival and make a record of same so that all phases of the investigation are properly documented.
6. In cases of homicide or other serious felonies, they shall cause the commanding officer of their unit and the affected Investigation Division unit to be notified. See OMS 301.15.
7. They shall determine if the crime scene is to be protected after completion of the original investigation and will make the necessary arrangement of uniformed personnel if needed.
8. The ranking officer shall take charge at fires, riots, explosions, plane crashes, cave-ins, drownings, and all unusual or emergency situations.
9. Upon the arrival of the district Commander at the scene of any such situation, they shall be considered to be the senior officer and will be in command.
10. The district Commander shall take charge of all such actions in their district, when available.
11. When a supervisory officer is not present, the senior officer at the scene is in charge.
12. At the scene of homicides and other major crimes, the ranking members of the Investigation Division who may be present shall be in complete charge of the “immediate crime scene” without regard to the rank of officers present from other divisions. Under such circumstances, the senior representative of the Investigation Division will establish liaison with the command post or uniformed command officer at the scene and make all requests for assistance from the Patrol Division through the command post or through the regular chain of command of that division, as appropriate.

501.02 Obedience to Orders of Ranking Officers

1. Officers shall obey the lawful orders of their ranking officers and, regardless of their rank; they shall invariably obey instructions given by the dispatcher. They shall perform all duties required of them by their ranking officers, whether such duties are specifically assigned to them by Departmental Rules and Regulations, the Operations Manual, or written directives.

501.03 Officers Responsible to One Supervisory Officer

1. As a general rule, an officer will be required to take direct orders from and be directly responsible to one supervisory officer. Supervisory officers, however, shall exercise direct command over officers lower in grade outside their usual command in all situations where the police purpose or the reputation of the department is jeopardized. See Section 115.01(3)

501.04 Conflicting Orders Issued by a Ranking Officer

1. Should an order conflict with any previous order issued by any other ranking officer, or with any departmental order or provision of the Operations Manual, the member to whom such order is issued shall respectfully call attention to the conflict.
If the ranking officer giving the order does not make changes to resolve the conflict, the order shall stand, and the responsibility shall be theirs. The member obeying the order shall not be held responsible for disobedience of the existing order. It is sufficient for them to know that the person giving the order is in proper command.

Should any lawful order appear unjust or improper to the member to whom it is directed, they shall carry out the instructions first, and afterward they may call the matter to the attention of their commanding officer.

501.05  Officer Filling Position of Supervisory Officer - Acting Capacity (Revised 05-2011)

(1) Acting assignments shall be made only when it is essential to the functioning of the Bureau, Section, or Unit to have an officer with full supervisory or command authority immediately available for an entire shift to perform supervisory or command functions.

a. Acting Assignments will not be made when sufficient supervisors assigned to the bureau are working and can be called upon when necessary.

b. Bureau commanders shall be held responsible for insuring that acting assignments are made only when necessary

(2) Acting assignments can only be authorized by Captains/CSA Directors or, in the case of bureaus and units commanded by Lieutenants, the respective Division Chief.

(3) An officer temporarily filling the position of a supervisory officer in an acting capacity shall be vested with all the authority and responsibilities of the supervisor, but the acting officer shall not interfere with, countermand, or modify the orders previously issued by the supervisory officer, except in extreme emergency.

(4) An officer so assigned, when called upon to affix their signature to any official paper or report, shall use only their official title and never sign as an acting officer of a higher rank.

(5) Any officer who is temporarily assigned by his supervisor to a rank higher than that which he currently holds shall be compensated at the rate of pay of the higher rank for the time he is assigned and assumes the duties of the higher rank.

(6) Officers may be temporarily assigned to a rank or assignment no more than one step higher than their current rank with the following exceptions:

a. A Commander may, with the approval of the Division Chief, assign a Lieutenant to the position of Acting Commander in their absence.

b. A Division Chief may, with the approval of a Deputy Chief, assign a Captain to the position of acting Division Chief in their absence.

(7) Any Lieutenant assigned as an acting Commander or a Captain assigned as an acting Division Chief shall be compensated at the rate of pay of the acting position.

(8) Any officer who, for a period of four (4) hours or more is temporarily assigned by his supervisor to a rank higher than that which he currently holds and assumes the duties of that higher rank shall be compensated at the rate of pay of the higher rank for the entire duty shift in which he is so assigned. If during the period of temporary assignment, the officer works overtime, the officer shall receive the overtime rate of pay at the officer's existing pay rate.

(9) Officers will receive acting pay for those days when they are physically present at work. In addition, officers will not receive acting pay for those days on which they are on special assignment, on an excused day or regular day off.

(10) Upon completion of the acting assignment, officers qualifying for payment shall complete Acting Assignment Verification, DPD 183. The original of this form shall be forwarded to the Human Resource Management Bureau for payment.

501.06  Acting District Commanders and Acting Shift Commanders

(1) District Commanders will arrange Lieutenants’ days off and vacation schedules in an attempt to provide Lieutenants as acting District Commanders during their absence.
(2) Lieutenants will arrange Sergeants’ days off and vacation schedules in an attempt to provide a senior Sergeant as acting shift commander during their absence.

501.07 Allotment and Assignment of Personnel
(1) Days off, vacation, and sick leave shall be planned ahead and computed to efficiently operate under delineated relief capabilities and shall be rigidly adhered to in that no more than the total number of relief officers shall be off on any given day barring emergencies.

(2) Officers who are married to each other will be allowed to work the same district, bureau, unit, or detail, but will not be allowed to work the same assignment as partners.

(3) Supervisory officers are to be present during shift changes at all times barring emergencies or calls, and shall not be unavailable due to transportation or other reasons.

(4) The Patrol Division has the basic responsibility of providing efficient and complete service twenty-four (24) hours a day, every day, with no excuses for inefficient or delayed action. This must be a paramount consideration in the minds of commanders and is their basic responsibility in command that the public receives the service and protection for which it pays and to which it is entitled.

(5) The supervisory officer of detectives assigned to districts shall continually confer with the District Captains to ascertain their needs, and shall comply with any reasonable suggestion they may make.

501.08 Special Assignment Time
(1) Special Assignment Time may be granted to an officer at the discretion of his/her Commander.

(2) Special Assignment Time requiring an over-night stay, to be spent within the State of Colorado shall require the approval of the officer’s Division Chief.

(3) Special Assignment Time outside the State shall require the approval of the Chief of Police.

(4) When officers who regularly work ten-hour (10) shifts are scheduled for special assignment to attend CEP or other specialized training, the following procedures will apply:
   a. If the training is five (5) eight-hour (8) days in one (1) week, the officer's' schedule will be changed to eight-hour (8) shifts during that week. This procedure will apply regardless of where the special assignment takes place or which agency provides the training. The officer will be credited forty (40) hours worked, and no deductions of time from the officer's compensatory time bank will be required. The officer's supervisor will ensure that the officer's scheduled hours worked during that period do not exceed one-hundred sixty (160).
   b. If the special assignment is fewer than five (5) days in one week, the officer's TeleStaff calendar will reflect an eight-hour (8) credit for each special assignment day. The officer may use two (2) hours compensatory time when available from a time bank, for each of the eight (8) hour days, or choose option 4(d), below. If the officer does not have enough compensatory time in the bank, then time can be used from the Saved Holiday, Birthday, ASL, Saved Vacation, or Vacation banks, in that order. The officer shall not be scheduled or allowed to work an extended shift on any other day during the work period to make up the two-hour (2) shortage.
   c. If the special assignment is training provided at the DPD Academy, the officer may leave at the end of the training session and must add a work code to the TeleStaff calendar requesting that two (2) hours of compensatory time be deducted from the time bank. If the officer does not have enough compensatory time in the bank, then time can be used from the Saved Holiday, Birthday, ASL, Saved Vacation, or Vacation banks, in that order.
   d. The officer may elect to not use compensatory time by remaining at the Academy for two (2) additional hours to receive additional training provided by the Academy staff. The training may include, but is not limited to: ACT refresher and qualification, viewing training videotapes, classroom instruction on a variety of topics, or any two-hour (2) block of training then offered by the Academy staff. This option applies to CEP classes, mandatory remedial training and other special assignment held at the DPD Academy.
e. It is not permissible for an officer who normally works eight-hour (8) shifts to attend the additional two-hour (2) training to earn overtime compensation.

f. An officer who normally works ten-hour (10) shifts, will be granted special assignment time to attend training provided by an outside agency, or at a facility other than the DPD Academy, only if the officer requests and agrees to use compensatory time to make up each day's two-hour (2) shortage.

g. The Department may, on occasion, order an officer who regularly works ten-hour (10) shifts to attend specialized or remedial training at a facility other than the DPD Academy. The Department will attempt to schedule these sessions in ten-hour (10) blocks. If that is not possible, the officer's attendance will be recorded as determined on a case-by-case basis, by the officer's Division Chief.
503.01 COMPLAINT AND DISCIPLINE PROCEDURES FOR SWORN OFFICERS

(1) POLICY:
The policy of the Denver Police department in creating a complaint and discipline process is to establish a set of accountability standards that address how complaints of officer misconduct are made, filtered, processed and evaluated at all levels. These standards are driven by the mission, vision and value statements of the department, and find as their chief cornerstones the Law Enforcement Code of Ethics and the rules and regulations of the department. These documents set the foundation for accountability of the department and its members to citizens whom it serves, to the greater law enforcement community of which it is a member and to the Constitution of the United States, which the department has sworn to uphold.

The department recognizes the vital importance of the internal investigation process and that no system of discipline can be effective without investigations that can be considered by members of the department and the general public as unbiased and trustworthy. The department is committed to investigating all allegations of officer misconduct in a fair, thorough and timely manner in accordance with accepted department policies and procedures. Such investigations must be conducted with full regard for the Officer's Bill of Rights and all other rights and respect due to fellow officers. Likewise, they must be conducted with regard for the rights and respect due to non-sworn members of the department, all complainants and witnesses and all other citizens. The administration of the discipline process will not discriminate against anyone on the actual or perceived basis of race, color, creed, national origin, ancestry, gender, sexual orientation, age, religion, political affiliation, physical or mental disability, military status, marital status, or other basis protected by Federal, State, or local law or regulation. The department further believes that truthfulness is vital in an internal investigation and is expected and demanded from all department personnel who may be the subject of or a witness in an investigation.

Lastly, the department understands that timeliness in the investigation of misconduct allegations, and when warranted the imposition of discipline, are critical components of the complaint and discipline process. Unnecessary delays may be unfair to the involved officers, community members alleging or harmed by officer misconduct and the department as a whole, and will be avoided to the extent possible. However, issues related to timeliness are not considered mitigating factors, or grounds to decline the imposition of discipline.

This policy applies only to members of the classified service of the Denver Police Department.

(2) GUIDELINES AND DEFINITIONS:

Subject Officer: The officer under investigation for possible misconduct.

Complaint: An allegation of misconduct.

Service Complaint: A citizen complaint that pertains generally to services or policies of the department but which is not an allegation of misconduct against an employee.

Misconduct: A violation of a law, policy, procedure, or rule and regulation. There are several classifications of misconduct:

- **Minor Misconduct:** Potential violations of policy or procedure that have minimal adverse impact on the operation or integrity of the department and that are not likely to result in a formal disciplinary action against a named employee.

- **Pattern Misconduct:** A pattern of potential misconduct by an officer or group of officers that includes, but is not limited to, allegations or complaints over time that indicate conduct of more
concern than that created by infrequent or isolated incidents of citizen complaints or unacceptable conduct.

- **General Misconduct**: All potential violations that do not fall into the categories of minor, serious, or pattern misconduct are considered general misconduct. Examples of general misconduct include but are not limited to: violation of a policy that requires a fixed penalty such as failure to attend court, failure to attend scheduled training, or failure to complete firearms qualification.

- **Serious Misconduct (including Conduct Prohibited by Law)**: Potential violations of policies, procedures, rules, or regulations that have an adverse impact on the operation or integrity of the department and that, if proven, would likely result in formal disciplinary action against a named employee. Investigations involving allegations of serious misconduct or law violations will be conducted by the Internal Affairs Division. Examples of serious misconduct include but are not limited to: commission of a deceptive act, sexual misconduct, inappropriate force, harassment, discrimination, and conduct prohibited by law.

**Complaint Intake**: The initial fact finding stage of an investigation in which a sergeant or above determines whether or not the complaint, if true, would constitute misconduct, or if the issue amounts to a service complaint.

**Denver Police Department Discipline Handbook: Conduct Principles and Disciplinary Guidelines**: The official guide adopted by the Executive Director of Safety and Chief of Police to be utilized by all persons responsible for making disciplinary recommendations and determinations. The *Discipline Handbook* sets forth the procedures for determining whether officers have violated DPD rules or policies and, if so, guidelines for making penalty recommendations and determinations.

**Discipline Matrix**: The official guide adopted by the Executive Director of Safety and Chief of Police establishing penalty ranges and limits for misconduct to be utilized when making penalty recommendations and determinations.

**Dismissal**: The Chief of Police (or designee) may elect not to investigate and thereby dismiss certain complaints. The grounds for dismissal of complaints are outlined in OMS 503.01(5).

**Formal Investigation**: All allegations of misconduct that are not classified as minor misconduct, service complaints, or dismissals will be formally investigated. An Internal Affairs Division complaint number will be issued for each formal investigation and an official disposition will be handled by the Internal Affairs Division, with the exception of scheduled discipline, which will be conducted by the subject officer’s chain of command. Nothing will prevent division or district level supervisory or command officers from conducting an initial investigation prior to forwarding the issue to the Internal Affairs Division for a full investigation per procedures outlined in OMS 503.01.

**Informal Investigation**: Informal investigations are conducted when there is a complaint of minor misconduct. If applicable, the investigation should include debriefing the subject officer regarding a complainant’s concerns about the officer’s actions or quality of service. The informal investigation is an expedited process that does not result in a formal finding or the imposition of discipline.

**Investigative Review Process (IRP)**: The Investigative Review Process (IRP) is a review process consisting of two (2) phases. Phase I consists of a review by the subject officer (and his or her representative) of the Internal Affairs Division (IAD) investigative reports. Phase II consists of a meeting between the subject officer, his or her representative, the investigating officer, and the IAD commander with the intent of reaching an agreement as to the material facts of the case.

**Deliberative Process**: The Office of the Independent Monitor, the Citizen Oversight Board, and the officers and citizens who serve on the department’s internal review boards such as, Use of Force Review Board, and Tactics Review Board are all part of the city’s deliberative process regarding investigative and disciplinary procedures for sworn personnel. As such, all information learned by any of those persons or groups during the exercise of their duties will be protected by the deliberative process privilege.
Scheduled Discipline: Those rules, regulations, and policies for which violations carry penalties that are defined by a table or schedule. A complete listing of these policies can be found in Appendix F of the Discipline Handbook.

(3) ROLES AND RESPONSIBILITIES:

a. Individual Officer Responsibility:
   1. All officers of the department will report possible misconduct by other officers to a supervisor, command officer, or the IAD regardless of whether the reporting officer has firsthand knowledge of, or has otherwise learned of, the alleged misconduct. If the possible misconduct involves the officer’s supervisor or command officer, the reporting officer may report the possible misconduct directly to the IAD, the Office of the Independent Monitor (OIM) or the Chief of Police.
   2. When any member of the Denver Police department (on or off-duty) is involved in an incident occurring within the City and County of Denver, that requires, or may require police attention, the investigating officer or the involved officer will immediately notify a Denver Police department supervisor, command officer, or IAD. For incidents occurring outside the City and County of Denver, the involved officer may request that the investigating officer make the notification; however the ultimate responsibility for notification lies with the involved officer.

b. Mandatory notification requirements apply to the following circumstances:
   1. An off-duty officer exercises police authority that results in an arrest and/or use of force.
   2. On-duty motor vehicle accidents in the City and County of Denver:
      A supervisor or command officer will be notified immediately when an employee is involved in a traffic accident while on duty, whether or not there is property damage or injury. If the accident occurs within the City and County of Denver, a supervisory or command officer will respond to the scene and determine the appropriate course of action.
   3. On-duty motor vehicle accidents outside the City and County of Denver:
      A supervisor or command officer will be notified and will make a determination as to whether their response or that of the Internal Affairs Division is required based on the criteria outlined in OMS 503.01(4).
   4. Off-duty motor vehicle accidents in the City and County of Denver:
      When an off duty Denver police officer, driving his/her private vehicle is involved in a traffic accident occurring within the city limits, and at least one of the criteria in OMS 203.02(1) is present, the officer will notify Denver 911 and request that an on-duty officer be sent to the scene to investigate the accident. The investigating officer will also notify a supervisor who will respond to the scene and ensure a thorough investigation. If appropriate, charges will be placed against one or more involved drivers.
   5. Any sworn personnel who becomes aware that he or she is under investigation, or charged with any crime.
   6. An officer is the victim of a crime (crimes against persons’ statute or ordinance) and police are notified, or reasonably should have been notified.
   7. An officer is arrested, charged, or convicted of a criminal offense.
   8. An officer is charged with a traffic offense of eight (8) or more points.
   9. An officer’s driving privileges are suspended or revoked.
   10. An officer is served with a restraining/protection order issued as a result of alleged domestic violence or criminal activity.
11. Any incident that has the potential for police involvement, or could have a pronounced negative impact on the professional image of the department, and the officer is directly involved.

c. Officers will cooperate in a department investigation and will answer questions by, or render material and relevant statements to, the appropriate supervisor, command officer, or IAD investigating officer. Officers will answer all questions fully and truthfully and will not omit any material facts.

d. For the duration of the complaint process, including the complaint intake, formal investigation, and IRP, the subject officer and his or her representative are prohibited from contacting and/or interviewing any witnesses or conducting any type of investigation into the allegations. The only officers authorized to interview witnesses or the subject officer, or to conduct any further investigation of a case on behalf of the department or its members are those investigating officers designated by the Commander of IAD or the Chief of Police.

e. A subject officer will not be armed during a pre-disciplinary meeting (Chief’s Hearing) with the Chief of Police (or designee).

f. General Supervisor and Command Officer Responsibilities:
1. A supervisor or command officer must assume the duties and obligations of his or her rank in the investigation of misconduct by police personnel.
2. A supervisor or command officer will continually examine areas of the police operation under his or her purview.
3. A supervisor or command officer will not look to higher authority to initiate investigations when the actions in question are within his or her own authority.
4. The Internal Affairs Division may be requested when the complexity of the case justifies such assistance.
5. A supervisor or command officer of a bureau, division or district will resolve minor procedural violations in accordance with this policy. If the supervisor/command officer determines that training, oral admonishment, counseling, etc. is an appropriate action involving an employee, the command officer will be responsible for ensuring that the training, oral admonishment, counseling, etc. is accomplished and documented.
6. A supervisor or command officer of a bureau, division or district will conduct an investigation in accordance with this policy.
7. A supervisor or command officer of a bureau, division or district will immediately report to IAD all allegations of serious misconduct, including conduct prohibited by law.
8. A supervisor or command officer of a bureau, division or district will, in a timely manner, notify the IAD regarding allegations of general misconduct or pattern misconduct that is not serious in nature and does not constitute conduct prohibited by law.
9. Supervisors and command officers will obtain the assistance of IAD or a superior officer when assistance is needed with the complaint process or while conducting a complaint intake or investigation.
10. If a supervisor or command officer observes or learns of possible misconduct by an officer not under his or her supervision, the supervisor or command officer will notify the supervisor or command officer of the subject officer. (See OMS Duties and Responsibilities section regarding responsibilities of all supervisory officers [including command officers] with respect to discipline and conduct of officers.)
11. Any command officer (or supervisor, with the approval of a higher ranking officer) may relieve an officer of duty when the charges are of a serious nature and it appears that such action would be in the best interest of the department or the officer. Officers will surrender their badges and identification cards when relieved of duty.
12. Whenever it becomes necessary to place a Denver police officer in any detention facility, the ranking supervisor or command officer handling the case will immediately relieve the officer of duty and retain all department property in the officer’s possession. Requests to hold or obtain the subject officer’s police uniform will be made to the proper authority in the detention facility. The ranking supervisor or command officer will immediately notify the IAD of the subject officer’s detention or incarceration.

13. The IAD commander, the Chief of Police or the Executive Director of Safety will report all allegations of serious misconduct, including conduct prohibited by law to the Office of the Independent Monitor within three business days of becoming aware of the allegations.

g. Investigating Supervisor and Command Officer Responsibility:

1. The bureau deputy chief, or division or district commander will review the matter to determine whether the investigation should be conducted at the bureau, division or district level or forwarded to the IAD. The bureau deputy chief, or division or district commander is responsible for ensuring that all original reports, forms, related documentation, and materials collected during the intake process are sent to the IAD along with a request for a formal investigation.

2. When alleged misconduct is classified as serious misconduct, including conduct prohibited by law, the supervisor or command officer will immediately contact the IAD, which will coordinate the intake for such allegations. The commanding officer of a subject officer will ensure that complaints are processed as required by this policy.

3. The bureau deputy chief or commander of the division or district will be responsible for monitoring the performance and conduct of employees under his or her command and, if any conduct indicates an emerging pattern of unacceptable behavior, the bureau deputy chief or commander will initiate actions to correct the behavior, including advising the involved employees that any further allegation of a pattern of unacceptable behavior may be handled as a formal investigation.

h. Internal Affairs Division (IAD) Authority and Responsibilities:

1. Officers of the IAD act directly pursuant to the command and with the authority of the Chief of Police. They have the authority to require any officer of the department, regardless of rank or appointment, to make a full and complete disclosure pertaining to the commission of, or omission of, any act which might be in conflict with that officer’s or any other officer’s departmental duties and obligations. The IAD commander may, at his/her discretion, investigate any complaint lodged against any other officer of the department, regardless of rank or appointment.

2. Upon receipt of information from an officer or supervisor regarding an allegation of serious or pattern misconduct, the IAD will immediately begin a formal investigation into the allegations.

3. The IAD will have the full authority to conduct an investigation without interference from any officer.

4. The primary duty of the IAD will be to ensure the integrity of the department. The IAD will direct its efforts toward conducting an efficient, impartial, prompt, and complete investigation of allegations of misconduct by officers of the department.

5. The IAD will maintain files of disciplinary investigations pursuant to the applicable document retention schedule of the department and the city. The files will contain all complaints, final dispositions, supporting documents, and other investigative material pertaining to disciplinary cases.

i. Monitor’s Role in IAD Investigations.
The Office of the Independent Monitor will actively monitor and participate in any criminal investigation of the incidents set forth. In addition, IAD will investigate any incident set forth below and the monitor’s office will actively monitor and participate in such IAD investigations:

1. Any shooting involving a Denver police officer, whether duty related or not;
2. Any in custody death;
3. Any duty related incident during which, or as a result of which, anyone dies or suffers serious bodily injury as that term is defined in CRS §18.1.901(3)(p), as it may be amended from time to time;
4. Any incident whether or not duty related, in which a Denver police officer is under investigation for, or charged by, any jurisdiction with a felony;
5. Any incident, whether or not duty related, in which a Denver police officer is under investigation for, or charged with, any crime set forth in CRS Title 18, Article 3 (offenses against the person, which includes homicide, assault, kidnapping, and unlawful sexual behavior) as they may be amended from time to time; or
6. Any incident, whether or not duty related, in which a Denver police officer is under investigation for, or charged by, any jurisdiction with a misdemeanor or local law violation in which a use of force (defined as assaulting, beating, striking, fighting, or inflicting violence on a person) or threatened use of force is an element of the offense.
7. If no criminal charges are filed subsequent to an investigation or such criminal charges are dismissed, the monitor’s office will nevertheless have the discretion to monitor any internal investigation arising from the subject incident.
8. In addition, the monitor’s office will monitor any other internal investigation of possible misconduct by Denver police personnel when requested to do so by the Citizen Oversight Board or Executive Director of Safety. The board or executive director will advise the monitor’s office of the reasons why the board or the executive-director believes the monitor’s office should monitor the investigation. Within three (3) business days of determining to monitor an investigation or of receiving the request from the board or the executive director, the monitor’s office will advise IAD only that the monitor’s office will monitor the investigation.
9. The Monitor and/or his designee may attend all Internal Affairs officer and civilian interviews. The Monitor may suggest questions for the IAD interviewers to ask of the witnesses, but the IAD interviewer retains the discretion to determine the subject matter and form of the questions to be asked.
10. The monitor will have access to all evidentiary items and stages of the administrative investigation. Where the investigation involves potential criminal charges, the Denver District Attorney’s Office may restrict or place conditions on access that he or she believes would jeopardize the integrity of the investigation or adversely impact any potential criminal prosecution. The monitor will also have complete access to all department documents and electronic files relating to any complaints against, or investigations of, sworn personnel within the monitor’s jurisdiction and personnel files, including work history and officer statements but not including documents protected by the attorney client privilege or the attorney work product privilege.
11. During the course of the investigation, the monitor may discuss the investigation with IAD including recommending additional investigation.
12. For any investigation that it monitors, the monitor will review the investigation to ensure that it is thorough and complete. If the monitor cannot certify that the investigation is thorough and complete, the monitor may request that IAD conduct additional investigation. If IAD does not complete the additional investigation to the monitor’s
satisfaction, the monitor may conduct additional investigation, including issuing subpoenas.

13. The monitor will advise the Citizen Oversight Board, Executive Director of Safety, and Chief of Police of the reasons that the monitor was not satisfied with IAD’s investigation and of the additional investigation conducted by, or to be conducted by the monitor. The IAD will not forward the investigation until the monitor has completed its supplemental investigation, if any, and then the IAD will forward its investigation together with the monitor’s supplemental investigation to the appropriate person(s).

14. The monitor will treat all documents and information regarding specific investigations or officers as confidential and will divulge such information on a need to know basis or unless otherwise disclosed by the City and County of Denver.

(4) COMPLAINT INTAKE PROCEDURES

a. Processing Allegations:

1. Allegations by citizens: Any officer who is contacted by a citizen wishing to complain about possible misconduct by an officer will immediately put the citizen in contact with an on duty supervisor. The supervisor will attempt to make contact with the complainant immediately, but in no case later than the end of his or her shift.

   The supervisor will complete a Commendation/Complaint Intake Form as prescribed in this policy.

2. Allegations by officers: Any officer who has observed or otherwise learned of possible misconduct committed by another officer will report the same directly to a supervisor in the reporting officer’s or subject officer’s chain of command or to the IAD. Any officer who initiates an allegation will prepare an Inter department Correspondence (DPD 200), outlining the allegations and/or other reports as directed by a supervisor. The reporting officer will not communicate his or her allegation to any other agency, officer, or individual without proper authorization in compliance with all OMS governing the same.

3. Allegations by government officials: Allegations of misconduct made by government officials (including, but not limited to, law enforcement agencies, judges and prosecutors) will be handled by the IAD. The IAD will review the allegation and determine whether the case will be handled at the bureau, division or district level or by the IAD.

4. Allegations by filing of law suits or tort claims: Allegations of misconduct made in the form of tort claims or law suits will be reviewed by the Office of the Independent Monitor and IAD to determine whether an IAD investigation would be warranted.

5. Complaints against the Chief of Police: If the Chief of Police has engaged in possible misconduct, the IAD will forward a copy of the allegation to the Executive Director of Safety for his or her direction. The Executive Director of Safety (or designee) will confer with the Independent Monitor (and may retain an independent investigator from outside the department) in such circumstances.

b. Complaint Screening:

The supervisor or command officer receiving the complaint will make an initial determination whether the complaint describes possible misconduct, the issue amounts to a service complaint, or the complaint is eligible for mediation and/or dismissal based on the criteria set forth below.

1. If the supervisor concludes that the complaint should be handled as a service complaint or describes possible misconduct, the complaint will be documented on the Commendation/Complaint Intake Form (DPD 687), and forwarded to Internal Affairs. Regardless of who will eventually handle the investigation or complaint resolution, the supervisor or command officer conducting the complaint intake will collect any evidence necessary to ensure that there can be a complete determination of facts in the case.
2. If the supervisor concludes that the complaint does not state a violation of a law, policy, procedure, rule and regulation, the supervisor may resolve the issue by explaining the law, policies, procedure, rules and regulations to the complainant and indicating that no further investigation will take place. If the complainant is not satisfied with the explanation provided, the supervisor will refer the complainant to the Internal Affairs Division or the Office of the Independent Monitor.

3. If the supervisor believes the complaint is eligible for mediation and/or dismissal, the responsible supervisor will be required to initiate and complete, as much as possible, and per policy, the investigation of the complaint regardless of any possible future mediation option. The complaint information will then be forwarded to the Internal Affairs Division for a final determination.

(5) **A COMPLAINT MAY BE DISMISSED FOR THE FOLLOWING REASONS:**

a. **Mediation:**

Mediation is a voluntary process involving numerous stakeholders, including community members, police officers, police administration and the Independent Monitor. There is no right to mediation. Even if a complaint is eligible for mediation, any stakeholder may decline to allow it to be resolved through the mediation process for any reason.

1. No stakeholder will be required to state the reason for declining to participate in mediation or agreeing to assign a case for mediation. Statements made during mediation are considered confidential and cannot be used against either party in any future criminal or civil matter.

2. Furthermore, the decision to mediate a matter or not to mediate a matter cannot be considered during disciplinary proceedings in comparing the discipline issued in previous matters to that issued in a pending matter (i.e., cannot be used for purposes of considering “consistent discipline”). A complaint will be dismissed upon the completion of a mediation session administered by the Monitor’s Office.

3. A complaint may be considered for mediation if it resulted from a failure to communicate or a lack of communication such that the allegation would be resolved better through mediation than through the formal disciplinary process and if it meets any other requirements set forth below. A complaint which, if proven, could constitute a violation of RR-138, Discrimination, Harassment, and Retaliation, may be eligible for mediation only in accordance with the provisions of the department of Safety EEO Investigation Procedures.

4. **Complaints ineligible for mediation:**

Any allegation of misconduct that falls into one of the following conduct categories as presented in the Discipline Handbook or the listed descriptions is ineligible for mediation:

- **Category E**: Conduct that involves the serious abuse or misuse of authority, unethical behavior, or an act that results in an actual serious and adverse impact on officer or public safety or to the professionalism of the department.

- **Category F**: Any violation of law, rule or policy which: foreseeably results in death or serious bodily injury; or constitutes a willful and wanton disregard of department values; or involves any act which demonstrates a serious lack of the integrity, ethics or character related to an officer’s fitness to hold the position of police officer; or involves egregious misconduct substantially contrary to the standards of conduct reasonably expected of one whose sworn duty is to uphold the law; or involves any conduct which constitutes the failure to adhere to any contractual condition of employment or requirement of certification mandated by law.
• Any allegation of misconduct which, if proven, could constitute a violation of any rule that the Denver Civil Service Commission has designated as making an applicant ineligible to take a promotional examination for, or to be promoted to, the ranks of sergeant, lieutenant, or captain is ineligible for mediation.

5. Any allegation of misconduct that falls into the following conduct category, as presented in the Discipline Handbook, is eligible for mediation only if the Executive Director of Safety, the Chief of Police, and the Independent Monitor all agree that mediation is appropriate.
   - Category D: Conduct substantially contrary to the values of the department or that substantially interferes with its mission, operations or professional image, or that involves a demonstrable serious risk to officer or public safety.

6. Any allegation of misconduct that falls into one of the following conduct categories, as presented in the Discipline Handbook, is eligible for mediation only if the Internal Affairs Division and the Independent Monitor agree that mediation is appropriate.
   - Category A: Conduct that has a minimal negative impact on the operations or professional image of the department.
   - Category B: Conduct that has more than a minimal negative impact on the operations or professional image of the department; or that negatively impacts relationships with other officers, agencies or the public.
   - Category C: Conduct that has a pronounced negative impact on the operations or professional image of the department, or on relationships with other officers, agencies or the public.

7. Final authority on mediation eligibility:
   Even if a complaint is eligible for mediation, the Executive Director of Safety (or designee), the Chief of Police (or designee), or the Monitor (or designee) has the authority to decide for any reason that a case should not be assigned for mediation.

b. Mediation Procedures:
If the complainant expresses an interest in mediating the complaint, that fact will be documented on the Commendation/Complaint Intake Form which will be forwarded to Internal Affairs for further review. Both the IAD commander and the monitor must agree that a complaint is appropriate for mediation for it to be assigned to the mediation program.

1. The complainant will be advised that the complaint is eligible for mediation, and a determination will be made whether the complainant is still interested in mediation.

2. If a complaint has been approved for mediation, a notice will be sent in writing by the Office of Independent Monitor to the involved officer(s), with a copy to their commanding officer, which will include:
   - The complaint number
   - The name of the complainant(s)
   - The nature of the allegations
   - An explanation of the mediation program
   - An advisement to the officer(s) of the IAD and Monitor’s conclusion that the case is appropriate for mediation
   - A request from the Monitor that the involved officer(s) contact the Monitor’s office within the next five (5) working days of receipt of the notice
   - An explanation that participation in the mediation program is voluntary and that upon completion of the mediation, the complaint will be dismissed. A failure to respond to
the request will be construed to mean the officer has declined the opportunity to 
mediate the complaint.

3. The involved officer’s supervisors will ensure that the IAD mediation notice is delivered to 
the involved officer(s) as soon as possible.

4. If any of the involved officers decline to participate in mediation, the complaint will be 
returned to the intake process in accordance with normal IAD policies and procedures.

5. If a complainant fails to appear for a scheduled mediation, without good cause as 
determined by the Chief of Police or his designee, the involved officer(s) will be provided 
with the choice of either rescheduling the mediation or having the case dismissed by IAD.

6. If any of the involved officers fail to appear for a previously scheduled mediation, without 
good cause, the monitor will notify IAD so that appropriate action can be taken. The 
complaint may then be processed by IAD as per normal policies and procedures.

7. Upon completion of the mediation, the complaint will be dismissed. No new complaint will 
be accepted based on the conduct of an officer during mediation. The mediation session 
will be confidential (with statutory exceptions) as per CRS §13-22-307 and the Colorado 
Council of Mediators Revised Code of Professional Conduct, Section V and there will be 
no requirement that an agreement be reached during the course of mediation.

c. Judicial or Administrative Review:
The complainant could reasonably be expected to use, or is using, another remedy or channel for 
the grievance stated in the complaint. Complaints that are subject to judicial, administrative, or 
other review which will explicitly or implicitly require a finding or ruling on the conduct that is the 
subject of the complaint may be dismissed. A complaint should be dismissed on this basis only if 
the alternative channel is reasonably accessible to the complainant and can provide an adequate 
remedy.

d. Untimely:
The complainant delayed too long in filing the complaint to justify present examination. IAD may 
waive the timeliness requirement for good cause.

1. Except for good cause, complaints of minor misconduct involving courtesy, 
communications, and minor rules violations should be filed within sixty (60) days of the 
incident.

2. Except for good cause, complaints of serious misconduct including, inappropriate force, 
egregious acts of disparate treatment, or major rules violations should be filed within six 
(6) months of the incident. IAD may waive the time limit if there is substantial 
corroborating evidence of the misconduct.

3. There is no specific deadline for complaints alleging criminal conduct or corruption. Such 
complaints will be evaluated on their merits with due consideration for the quantity and 
quality of available evidence.

e. No Misconduct:
Even if all aspects of the complaint were true, no act of misconduct would have occurred. An 
allegation that fails to describe at least a potential violation of federal, state, or municipal law, or 
city or department policy will be dismissed. Occasionally, a complaint that fails to state 
misconduct may merit a referral to the Chief's Office for policy or other considerations or to 
mediation as a means of improving police community relations. A complaint may be dismissed if 
it is apparent that no misconduct was committed and if it is likely that additional investigation 
would not reach a different conclusion.

f. False or Trivial:
The complaint is trivial, frivolous, false, or not credible.
1. Allegations determined to be intentionally and materially false will be dismissed.

2. Trivial or frivolous complaints may be dismissed. Trivial or frivolous complaints allege minor technical violations of procedural rules which have negligible adverse effects on the public or the credibility of the department.

3. Complaints that are grossly illogical or improbable may be dismissed during intake by IAD or recommended for dismissal by bureau, district or division supervisors, per the procedure outlined in OMS 503.01(4)(b). However, care and compassion must be exercised to ensure that a full, fair and complete investigation is made of complaints made by those who may be suffering from a mental illness.

g. Third Party Complaints:
A complainant must generally have a reasonably direct relationship to the incident in order to file a minor complaint. Complainants are considered to have a direct relationship if they were directly affected by the alleged misconduct (first hand sources), witnessed the alleged misconduct (second hand sources), or have special, professional, or organizational knowledge about the alleged misconduct (e.g., a lawyer, judge, etc.)

1. Third hand or anonymous complaints that allege corruption or other very serious police misconduct will not be dismissed.

2. Dismissal is not allowed for third party complaints of less serious misconduct if there is a reasonable explanation why a person with standing has not filed a complaint (e.g. the person who was directly affected is a minor child; is elderly, disabled, or deceased; cannot communicate easily in English, is not a citizen; is wanted on criminal charges; or has been threatened, etc.).

3. Anonymous complaints of minor misconduct may be dismissed. However, supervisors will urge the complaining party to encourage a person with standing to file the complaint.

h. Complaints about Repeatedly Reviewed Categories of Police Activity:
IAD may receive allegations about some categories of police action (e.g. police procedures related to photo radar operations) that in the past have been repeatedly reviewed, preliminarily investigated, and subsequently dismissed by IAD. The discretion to summarily resolve a category of complaints should be exercised carefully with due regard to the nature and seriousness of the complaints.

i. History of Unfounded Complaints:
Occasionally, a single individual repeatedly files non meritorious, unfounded, or duplicative complaints, diverting time, attention and resources from other complaints. The IAD Commander may authorize in writing that repeated complaints from specifically named individuals receive special handling. District and division supervisors may also recommend dismissal and/or special handling for repeated complaints from specifically named individuals.

Special handling may mean that designated persons are required to file their complaints in writing or that they not be interviewed as part of the intake investigation. This procedure may be used if IAD can demonstrate that a person:

1. Has a history of filing unverifiable or non credible complaints and was warned in writing that the filing of similar complaints in the future may result in special handling, rapid disposition, or other specified actions, or;

2. Previously filed a demonstrably false complaint. The discretion to specially handle complaints from named individuals must be exercised with great care and only with a supporting record.

j. Complainant Withdraws:
The complainant withdraws the complaint or fails to complete the necessary complaint steps. The complaint may be dismissed if the complainant requests that it be withdrawn or explicitly agrees that his or her concern has been resolved and that no further action need be taken on the complaint. The complaint may also be dismissed if the complainant cannot be located, does not respond to requests for information, or fails to complete other necessary steps in the complaint process. Whether dismissed during the intake process or during post intake screening, the file needs to demonstrate a good faith effort to communicate with the complainant. The complainant’s request to withdraw a complaint or failure to cooperate in an investigation does not require that IAD dismiss a complaint.

k. Unable to Identify Officer:
1. The identity of the officer cannot be determined. In some cases there is no reasonable means of identifying the employee who is alleged to have committed misconduct. Depending on the nature of the complaint, dismissal may be prudent and proper to conserve limited public resources.
2. The complaint may be dismissed if, after a good faith effort, the involved employee cannot be identified and it would be unlikely that the employee would be identified. IAD may forward the complaint to an appropriate district or division commander for information and educational purposes.

l. No Jurisdiction:
DPD lacks jurisdiction. The authority to dismiss for lack of jurisdiction is inherent in the limited sovereignty of the City and County of Denver. IAD will dismiss complaints over which it has no jurisdiction, including complaints against persons who were not employed or supervised by DPD at the time the alleged misconduct was committed. If possible, IAD will refer the complainant to the proper department, agency or government entity. Complaints brought against career service employees may be taken by IAD or at any district or division and will be forwarded to IAD. Complaints against career service employees are generally forwarded to, and resolved by Safety Human Resources Division.

The DPD lacks jurisdiction to discipline persons it no longer employs. As such, a complaint may be dismissed if the employee resigns, retires or will no longer be employed by the department by the time the investigation and discipline process can be completed. However, in cases of serious misconduct by former employees, the IAD commander may:
1. Conduct an investigation and refer it to the Denver District Attorney’s Office and/or place the findings in the employee’s IAD or personnel file, or
2. Review the actions of the employee’s supervisors, or
3. Review the department’s policies and training curriculum, or
4. Elect not to dismiss the complaint until after an investigation has been completed if it appears that the employee may be rehired by the department or by another law enforcement agency, or
5. Elect to close the complaint with a notice to the employee’s file that, should the employee return to the department at a later date, the case will be reopened and investigated.

(6) **CONDUCTING INFORMAL INVESTIGATIONS:**
A complaint which alleges minor misconduct may be handled in an expedited manner. Informal Investigations should be completed within five (5) days from the time the complaint is received by the district/division. Exceptions may occur when the involved employees are unavailable due to time off, vacation, illness, or other emergencies.

a. Supervisors will complete the following steps when handling a minor misconduct complaint:
1. Discuss the incident and the nature of the complaint with the involved officer(s) as well as the department’s expectations with respect to rules and procedures pertaining to the
issues in the complaint, the complainant's perception of the officer's behavior, and alternative approaches the officer could have possibly used to improve service.

2. Document the incident and actions taken on the Commendation/Complaint Intake Form (DPD 687).

3. If the investigation can be completed during the current tour of duty, all documentation will be forwarded to IAD where upon receipt a case number will be assigned.

4. If the investigation cannot be completed during the current tour of duty, the supervisor will contact IAD for a case number, and forward all documentation to IAD upon completion of the investigation.

b. IAD will review the documentation and determine if the actions taken by the investigating supervisor were sufficient to address the officer's alleged misconduct.

1. If IAD determines that the complaint is eligible for dismissal based on the criteria outlined in OMS 503.01(4)b, the complaint will be forwarded to the Chief of Police or his designee for final disposition.

2. If IAD determines that the action taken by the investigating supervisor/command officer sufficiently addressed the complaint, IAD will advise the officer's chain of command that no further action is required.

3. If IAD determines that the actions taken by the investigating supervisor/command officer did not sufficiently address the complaint:
   • The informal complaint may be sent back to the concerned officer's commanding officer for further follow-up as prescribed by IAD. An additional five-day (5) deadline is granted, with exceptions as noted in OMS 503.01(6)a above, or
   • The complaint can be reclassified as a formal investigation to be investigated by IAD.

(7) CONDUCTING FORMAL INVESTIGATIONS:
Allegations of general, pattern, or serious misconduct (including conduct prohibited by law) will result in a formal investigation.

a. If the complaint intake performed by the supervisor of a division or district indicates that a formal investigation is warranted, the supervisor will notify the IAD, which will assign an IAD case number regardless of whether IAD or the district/division conducts the investigation.

b. The supervisor or command officer of a division or district handling a general misconduct allegation will contact the IAD for a case number. The supervisor or command officer of the division or district will prepare or cause to have prepared the Statement Form (DPD 366), and Commendation/Complaint Intake Form (DPD 687). The statement should address all allegations and complaints. Should clarification be necessary, questions and answers should supplement the statement. When a complaint is taken by telephone, the supervisor taking the complaint will complete the Commendation/Complaint Intake form and write a narrative summary of the complaint on a Statement Form. The IAD investigating officer assigned to the case (if the IAD is investigating the matter) should use these same forms.

c. Depending on the severity of a misconduct allegation, at the commencement of a formal investigation the IAD commander will confer with the appropriate deputy chief in order to determine whether:
   1. The subject officer should be allowed to remain in his or her usual assignment;
   2. The subject officer should be allowed to remain on duty but in another assignment; or
   3. The subject officer should be relieved of duty.

d. The IAD will immediately be notified when a subject officer is allowed to remain on duty but in another assignment, or is relieved of duty.
e. If an officer is charged with a felony, the Chief of Police will indefinitely suspend the officer pursuant to Denver City Charter Section 42-27.

f. An Officer Notice of Investigation (NOI) (DPD 627) will be generated and provided to an officer who is the subject of a formal investigation when that investigation is commenced, unless such notification may jeopardize the ongoing investigation.

The NOI will outline the general nature of the formal investigation and include a summary of the allegations. The NOI will be generated by the IAD.

g. When directed by an investigating officer, every officer who has knowledge, whether direct or indirect, of the alleged misconduct will prepare and submit an individual, written statement before the end of the shift when he or she is directed to provide the report. Reports should be supplemented by questions and answers if necessary for clarification.

The statement form is to be provided to the supervisor or command officer conducting the investigation. A copy of the written statement will be sent to the commander of the reporting officer. The written statement must be accurate and complete.

h. Prior to making any statement or answering any questions as a part of an informal or formal investigation, the subject or witness officer will be provided a copy of the Advisement Pursuant to Internal Investigation (DPD 455), (also known as the Garrity Advisement) by the supervisor, command officer, or IAD investigating officer conducting the investigation.

The officer will be provided a reasonable amount of time to review DPD 455 and to sign it. If the officer declines to sign DPD 455, the investigating officer will write “declined” in the officer’s signature space. Although an officer may refuse to sign DPD 455 in a disciplinary investigation, the officer must still give a statement. An officer’s refusal to give a statement may result in disciplinary action in accordance with the DPD Disciplinary Handbook.

i. Statements will be taken from witnesses and complainants whenever possible and should be supplemented by questions and answers if necessary for purposes of clarification.

j. If a formal investigation concerns an allegation of a law violation, the Miranda Advisement form (DPD 369) will be given to the subject officer in lieu of the Advisement Pursuant to Internal Investigation (DPD 455), before questioning. The statement should be supplemented by questions and answers if necessary for purposes of clarification.

k. The administrative investigation of any incident requiring mandatory monitoring will be completed within thirty (30) calendar days of its initiation. For all other investigations under the jurisdiction of the monitor, the thirty day (30) time limit will not apply unless the Executive Director of Safety directs that the investigation and/or any related disciplinary actions be subject to the time limits set forth in this policy or to other time limits set by the Executive Director. Failure to comply with any time limits set forth in this policy will not serve as a basis for sworn personnel to challenge the jurisdiction of any entity referenced in this policy, nor will such failure serve as a basis to challenge any administrative action, including discipline, which may be taken against such sworn personnel nor will it constitute misconduct by any member of the department.

l. If IAD is not able to complete within thirty (30) calendar days any investigation of any incident requiring mandatory monitoring or the time limits set by the Executive Director of Safety, the commander of IAD may request in writing through the chain of command that the Chief of Police grant a specified, reasonable amount of time in which to complete the investigation. IAD’s request must identify the specific reasons that it has not been able to complete the investigation within thirty (30) calendar days and must explain why it believes the investigation can be completed within the requested extension of time.

Requests for extensions and responses thereto will be copied to the Independent Monitor, Citizen Oversight Board, and the Executive Director of Safety.
m. At completion of the investigation, IAD will have the case reviewed by the Independent Monitor, and perform any reasonable and necessary additional investigation as requested by the Monitor. Once the Independent Monitor has certified the investigation as complete, it will be forwarded to the Conduct Review Division for the purpose of making determinations regarding each specification, and penalty recommendations when applicable.

n. Scheduled discipline cases may be forwarded directly to the Conduct Review Division upon completion by the subject officer’s commanding officer without first being reviewed by the Independent Monitor.

(8) **CONDUCT REVIEW DIVISION:**

a. Using procedures and protocols outlined in the Discipline Handbook, the Conduct Review Division (CRD) will review the facts gathered during the formal investigation and make a determination for each listed specification.

b. Each specification listed for consideration will then be categorized according to one of the following findings:

1. Unfounded – The investigation indicates that the subject officer’s alleged actions relating to the department policy, procedure, rule, regulation or directive in question did not occur.

2. Exonerated – The investigation indicates that the alleged actions of the subject officer were within the policies, procedures, rules, regulations and directives of the department.

3. Not Sustained – There was insufficient evidence to either prove or disprove the allegation.

4. Sustained – The subject officer’s actions were found, by a preponderance of the evidence, to have been in violation of the department policy, procedure, rule, regulation, or directive in question.

c. Scheduled discipline cases

1. If a case is sustained and the penalty recommendation is other than an oral or written reprimand, the case will be forwarded to the Executive Director of Safety for imposition of discipline.

2. If a case is sustained and the penalty recommendation includes fined time or a suspension, the subject officer and his or her commanding officer are notified by CRD as to the disposition.

3. If a subject officer disagrees with the findings and/or recommendation of fined time or suspension, he or she may request a **Chief’s Pre-Disciplinary Hearing**. The CRD will then schedule the **IRP process** as outlined in OMS 503.01(9). If the case is not sustained, the subject officer is notified by CRD of its disposition and it is forwarded to IAD for tracking and filing.

d. Non-scheduled discipline cases - Independent Monitor

The Independent Monitor will review draft findings and penalty recommendations of the CRD and note any concerns.

e. Non-scheduled discipline cases - oral or written reprimand

If a case is sustained and the penalty recommendation is an oral or written reprimand, the procedure outlined in OMS 503.01(8) i.1. will be followed.

f. Non-scheduled discipline cases – fined time or suspension

If a case is sustained and the penalty recommendation includes fined time or suspension, CRD will notify the subject officer and his or her commanding officer as to the recommendation in the case.
1. The subject officer will be served with a Contemplation of Discipline letter that outlines the complaint specifications; and if sustained, the recommended discipline. Officers being served with a Contemplation of Discipline letter are allowed 24 hours to make a decision to accept the discipline, or request a chief’s hearing. If the officer chooses to use the 24 hour decision period, he/she will receive an order specifying the date and time to return to the CRD. At that time the officer must report his or her decision, in person, to the CRD.

2. If the subject officer disagrees with the findings and/or recommendation of fined time or suspension, he or she may request a Chief’s Pre-Disciplinary Hearing. The CRD will then schedule the Investigative Review Process as outlined in OMS 503.01(10).

3. If the case resulted in no sustained specifications, but included at least one of the specifications listed in OMS 503.01(8)(h) below, the case will be reviewed in the Chief’s Conduct Review Meeting.

   g. Chief’s Conduct Review Meeting – sustained specification(s).

   All cases with at least one sustained specification will be reviewed in the Chief’s Conduct Review meeting, which will include; the Chief of Police, the subject officer’s deputy chief and commanding officer, the Deputy Director of Safety, the Conduct Review Division Commander, and/or any others as determined by the Chief of Police. The purpose of the meeting is to gain input on the final determination and penalty assessment.

   h. Chief’s Conduct Review Meeting – designated specification(s).

   All cases involving an allegation of one of the following specifications will be reviewed in a Chief’s Conduct Review meeting, regardless of the determination, to ensure that the determination is appropriate and to keep the Chief of Police and Executive Director of Safety informed as to the resolution of these cases:

   1. RR-112.1 Misleading or Inaccurate Statements;
   2. RR-112.2 Commission of a Deceptive Act;
   3. RR-115 & 115.2 Conduct Prohibited by Law;
   4. RR-138 Discrimination, Harassment, and Retaliation;
   5. RR-306 Inappropriate Force (where the force recipient was hospitalized)
   6. Any other case deemed appropriate by the Chief of Police

   i. After the recommendation has been made by the Chief of Police and any case results in disciplinary action (either an oral or written reprimand, fined time, suspension, or dismissal), IAD will forward the final case summary sheet to both the officer and his/her commander.

   1. When discipline is an oral or written reprimand, it will be issued to the officer by his/her commanding officer. The command officer will have a printout of the evaluation system journal entry for the reprimand forwarded to the IAD.

(9) Resolution of Sustained Specifications with a Recommendation of Loss of Time:

   a. An IRP (investigative review process) will be commenced and a Chief’s Pre-Disciplinary Hearing held when directed by the Chief of Police or requested by the subject officer.

   b. The subject officer may elect to accept the penalty recommendation made by the Chief of Police and voluntarily waive any further disciplinary proceedings, pending approval by the Executive Director of Safety.

   c. Either before or after the IRP, if the subject officer chooses to accept that penalty, he or she may write a letter to the Chief of Police through the commander of the CRD outlining mitigating or exonerating circumstances.

(10) Investigative Review Process (IRP)
a. **Phase I:**

Upon receipt of a sustained case the CRD will notify the subject officer of its completion and that the investigative report and recommendations are available for review.

1. If the subject officer is on vacation, accrued sick leave, or other approved leave, the five-day (5) period will begin upon the subject officer's return to active duty unless otherwise ordered by the Chief of Police.

2. If the subject officer is serving a suspension, the IRP process will begin when the officer returns to active duty or at the direction of the Chief of Police.

3. The review period may be extended at the discretion of the CRD commander. Subject officers may select one (1) member of the classified service, or a Denver Police Protective Association or Fraternal Order of Police representative, or an attorney to represent them during the IRP process. No officer will serve as a representative if he or she has been identified as a witness or as another subject officer in the same IAD case being reviewed, or if he or she is in the subject officer's chain of command. Unless there are extenuating circumstances, as determined by the commander of the CRD, the same officer will represent the subject officer during the IRP process.

4. Prior to commencement of the IRP, all persons who will review the investigative file will sign the Confidentiality Declaration (DPD 628a). Failure to sign the confidentiality declaration will preclude review of any files.

5. A subject officer and his or her representative will be allowed to review the entire investigative file regarding the subject officer's sustained violations.

6. A subject officer will not remove any documents, electronic or hardcopy from the IAD or CRD offices at any time during his or her review. A subject officer will not be allowed to copy any portion of the investigative file. A subject officer may, however, make and retain notes regarding the review. A copy of those notes will be retained with the IAD case file.

7. Officers are prohibited from retaliating in any manner against any officer, other employee, or person who has made a charge, testified, assisted, or participated in any manner in an investigation, IRP, Chief's Pre Disciplinary hearing or Civil Service hearing.

b. **Phase II:**

The second phase of the IRP consists of a meeting between the subject officer, one (1) officer representative, the investigating officer, and the IAD commander or designee. Phase II will be conducted within five (5) business days of the completion of Phase I of the IRP. The focus of the IRP is to attempt to reach agreement on the material facts of the case. Subjective, disputed facts such as the intent or opinions of the subject officer, complainants, and witnesses will not be addressed at the IRP.

1. Disputed factual issues will be discussed during Phase II of the IRP in an attempt to reach an agreement or understanding as to the content of the report. If the parties are not able to agree on all of the facts, the subject officer may within seven (7) calendar days of the Phase II IRP meeting, submit a memorandum of dispute not to exceed ten (10) pages, to be included with the investigative file. The content of the memorandum of dispute will be limited to specific factual issues mentioned in the IAD report.

2. During Phase II of the IRP, the subject officer may petition, in writing, the IAD commander to conduct further investigation into the case. The subject officer must articulate specific reasons why he or she believes further investigation is needed. The IAD and CRD commanders will confer and make the final decision as to whether further investigation is necessary. If it is determined that further investigation is needed, the
original investigation will be reopened and further investigation conducted at the IAD commander’s direction.

3. At the completion of the supplemental investigation, IAD will make the case available to the OIM for review.

4. Once the Monitor has reviewed the supplemental investigation, it will be forwarded to the Conduct Review Division for the purpose of making determinations regarding each specification, and if applicable to make penalty recommendations per the procedure outlined in OMS 503.01(8). The commander of CRD may set aside any previously sustained specification or adjust any of his or her original penalty recommendations at his or her discretion.

5. The subject officer will be provided an opportunity to review the supplemental report, which will be included in the original investigative report after the case is returned to the CRD commander.

6. In cases involving multiple subject officers, there will be a separate IRP for each subject officer unless a joint IRP is agreed to by the CRD commander and each subject officer.

(11) CHIEF’S PRE DISCIPLINARY HEARING:

a. A Chief’s Pre Disciplinary Hearing will be conducted by the Chief of Police (or designee).

   1. For each matter for which a Pre-Disciplinary Hearing will be held, a Contemplation of Discipline Letter will be prepared and provided to the subject officer within ten (10) business days of the CRD’s recommendations.

   2. For each investigation that it monitors, the Independent Monitor may review the case file and discuss it with the Chief of Police and/or the Executive Director of Safety (or designee) prior to it being sent to the subject officer.

   3. A Pre-Disciplinary Hearing will be held no less than seven (7) and no more than ten (10) business days after the issuance of the Contemplation of Discipline Letter, unless extended by the commander of CRD. The Independent Monitor, Executive Director of Safety, and Denver City Attorney, (or their designees), may attend the Pre-Disciplinary Hearing (aka, Chief’s hearing). Other individuals may attend the Pre-Disciplinary Hearing with the approval of the Chief of Police (or designee).

b. Prior to the Chief of Police making a recommendation as to whether any rule violations should be sustained and the level of discipline, if any, to be imposed upon an officer, the Chief of Police will confer with the Independent Monitor.

c. After holding a Pre Disciplinary Hearing the Chief of Police or his/her designee may initiate disciplinary action with a Written Command specifying disciplinary action. The Written Command will be submitted, pursuant to Denver City Charter section 9.4.14 (A), to the Executive Director of Safety for approval.

d. Within five (5) business days of the Police Chief’s recommendation of discipline, the Monitor will advise the Executive Director of Safety whether he or she agrees with the Police Chief’s recommendation, as to whether any rule violation should be sustained, and the level of discipline, if any. If the Monitor disagrees with the Police Chief’s recommendation, the Monitor will state specific reasons for disagreeing with the recommendation.

e. In accordance with Denver Charter section 9.4.14 (B), within 15 calendar days of the date of the Chief’s order, the Executive Director of Safety (or in his/her absence the Deputy Executive Director of Safety) will approve, modify, or disapprove the Written Order of disciplinary action and will issue a Written Departmental Order which will take effect immediately. As to each specification, the Executive Director of Safety will have the option of accepting the penalty recommendation of the Chief of Police or increasing or decreasing the recommended penalty. Nothing in these provisions prohibits the Executive Director of Safety (or designee) from
reviewing the investigatory file prior to receiving the Written Command. The Executive Director (or designee) has the discretion of engaging in settlement discussions with the subject officer or his/her representative, at any stage of the disciplinary process. Such settlement discussions, should they occur, will not be admissible at any future hearing(s) before the Civil Service Commission.

1. Prior to imposing discipline, if any, the Executive Director of Safety will confer with the Independent Monitor regarding the monitor’s disciplinary recommendation and the monitor’s evaluation of the investigation.

2. The Independent Monitor will be allowed to review, but will not become the custodian of, the Executive Director of Safety’s disciplinary order.

(12) **COMPLAINANT LETTER:**
At the conclusion of the review and recommendations, a letter will be prepared by CRD notifying the complainant of the outcome of the investigation.

a. Should the disposition change at any further level of review, CRD will modify the notification letter to reflect the new disposition.

b. The completed letter will be forwarded to the Office of the Independent Monitor (OIM). OIM will ensure that the letter is sent to the complainant.

c. The letter will include the complaint number, the date of the incident, the date the complaint was made, and the findings. The letter will include the name and phone number of the responsible person who can be contacted for further information.

(13) **APPEALS PROCESS:**
If a subject officer does not agree with a departmental order of discipline (other than a reprimand) issued by the Executive Director of Safety, the subject officer may appeal such discipline to the Denver Civil Service Commission pursuant to the Denver City Charter and Civil Service Rules then in effect. (See Denver City Charter section 9.4.15 regarding Civil Service disciplinary review procedures.

(14) **DUTY TIME AND OVERTIME COMPENSATION:**

a. All officers who participate in a Chief’s Pre-Disciplinary hearing or who serve as the subject officer’s representative at a Chief’s Pre-Disciplinary hearing will have that time counted as duty time.

b. Officers up to and including the rank of captain who participate in a Chief’s Pre Disciplinary hearing or who serve as a subject officer’s representative at a Chief’s Pre Disciplinary hearing and who are off duty will be paid overtime in accordance with the provisions of the collective bargaining agreement then in effect.

(15) **INTERNAL PERSONNEL MATTERS:**
IAD investigations are internal personnel matters and, as such, all investigative reports, command officer’s conclusions, and recommendations will be secured in a manner that prevents unauthorized review and disclosure of findings.

(16) **EXECUTIVE ORDER 94 POLICIES FOR ALCOHOL AND DRUG TESTING:**

a. Training on Executive Order 94

1. All new supervisors and command officers should be trained on Executive Order 94 and Memorandum A during the first six months following their promotion. This training, at a minimum, should include the study of Executive Order 94 and Memorandum A, instruction on the recognition of drug and alcohol impairment and use, the proper documentation of the supervisor’s reasonable suspicion, and the supervisor’s responsibility for escorting employees to the testing sites and through the testing process. Additionally, a copy of Executive Order 94 and Memorandum A should be given to each
supervisor and command officer with each supervisor and command officer acknowledging, in writing, receipt of the policy and the training.

2. All employees without supervisory or command officer duties should be trained on Executive Order 94 and Memorandum A during their first year of employment. Training, at a minimum, should include the study of Executive Order 94 and Memorandum A, and instruction on the recognition of drug and alcohol impairment and use. Additionally, a copy of Executive Order 94 and Memorandum A should be given to each employee with each employee acknowledging, in writing, receipt of the policy and the training.

b. **Prohibitions for all city employees including classified members of the police and fire departments - Alcohol**

1. Employees are prohibited from consuming, being under the influence of, or impaired by alcohol while performing city business, while driving a city vehicle or while on city property. There are three exceptions to this prohibition.
   - An employee is not on duty and attending an officially sanctioned private function, e.g., an invitation only library reception.
   - An employee is not on duty and at a city location as a customer, e.g., playing golf on a city course.
   - An employee is a member of the police department and as a part of the employee’s official duties consumes alcohol in accordance with police department procedures as described in OMS 304.10.

2. As part of official duties, members of the police department according to established department procedures may consume alcohol. However, it is grounds for discipline, up to including immediate dismissal, if members of the police department consume alcohol in violation of their department procedures.

3. **The alcohol levels** defined by the state legislature that may be amended from time to time for defining “under the influence of alcohol” and “impaired by alcohol” are adopted here for purposes of this operations manual.
   a. These current alcohol level definitions are contained in the Addendum to Executive Order 94. If there is a conflict between the state legislature and the DOT regulation, alcohol level definitions and the ones contained in the Addendum to Executive Order 94, the state legislature and DOT regulation definitions will take precedence.
   b. Employees holding Commercial Driver’s licenses (CDL) are also subject to the alcohol levels defined by the department of Transportation (DOT) regulations that may be amended from time to time for “under the influence” which are adopted here for purposes of Executive Order 94.

c. **Prohibitions for all city employees including classified members of the police and fire departments - Illegal and Legal Drugs**

1. Employees are prohibited from consuming, being under the influence of, or impaired by illegal drugs while performing city business, while driving a city vehicle or while on city property.

2. Employees are also prohibited from selling, purchasing, transferring or possessing an illegal drug.

   There is one exception to this rule. As a part of official duties, illegal drugs may be handled, controlled and disposed of according to established department contraband procedures by employees. However, it is grounds for discipline, up to and including immediate dismissal if employees sell, purchase, transfer or possess illegal drugs at any time other than as a part of their official duties.
3. Legal drugs – Notification of Supervisor

It is the responsibility of the employees who work in positions operating vehicles or dangerous equipment or positions affecting the health or safety of co-workers or the public to advise their supervisors that they are taking prescription medication that may affect their performance.

4. Legal drugs – Prohibitions

Employees who work in positions operating vehicles or dangerous equipment or positions affecting the health or safety of co-workers or the public are prohibited from consuming, being under the influence of, or impaired by legally obtained prescription drugs while performing city business, unless the following two determinations have been made:

a. It is determined by both the employee's supervisor and either the employee's Human Resource Specialist or Safety Officer, after consulting with the Occupational Health and Safety Clinic (OHSC) personnel, that the employee's job performance will not be affected and that the employee does not pose a threat to his/her own safety.

b. It is determined by both the employee's supervisor and either the employee's Human Resource Specialist or Safety Officer after consulting with the OHSC personnel that the employee will not pose a threat to the safety of co-workers or the public, and the employee will not disrupt the efficient operation of the agency.

   • If appropriate, the OHSC personnel may contact the employee's personal physician. Prior to making contact with the employee's personal physician, the OHSC personnel should obtain a medical release from the employee.
   
   • The OHSC will keep the medical records that disclose the identity of the legal drug confidential in accordance with state and federal laws.

   • Employees may be required to use sick leave, take a leave of absence or comply with other appropriate non-disciplinary actions determined by the appointing authority until the above determinations can be made.

5. The DOT regulations prohibit employees with CDLs from using marijuana, even for approved medical reasons. If the federal and Colorado laws are in conflict on this issue, the federal law will take precedence. Therefore, a positive marijuana drug test will be treated as an illegal drug use for all employees, including those with with CDLs, subjecting them to all rules contained herein for illegal drug use even if a physician has recommended the marijuana for medical reasons.

d. Drug and alcohol testing – Pre-Employment

1. The Civil Service Commission or interviewing agency will perform pre-employment drug screening of all applicants in accordance with their policies and procedures.

2. Employees who will be filling jobs defined as safety-sensitive or requiring a CDL, prior to the first time the employee performs a safety-sensitive function, will be tested for controlled substances and may be tested for alcohol.

3. Refusal by an applicant to submit to a pre-employment test will result in denial of employment.

e. Drug and alcohol testing – Reasonable Suspicion Testing

When a supervisor or command officer has reasonable suspicion that any employee is consuming, under the influence of, or impaired by alcohol or illegal drugs after taking appropriate safety measures, i.e., removing the employee from any situation which may pose a safety risk to the employee, co-workers or the public, the supervisor or command officer will immediately consult with the Internal Affairs on-duty/on-call command officer to determine further actions.
However, if immediate consultation is not possible, it is the responsibility of the supervisor or command officer to promptly initiate alcohol and/or drug testing. The supervisor or command officer will initiate testing as follows:

1. **Alcohol**
   a. Document in writing on Drug and Alcohol Testing (DPD 667), the specific reasons for the decision to initiate testing based on specific, contemporaneous, articulable observations of the employee’s appearance, behavior, and speech or body odors.
   b. When possible, have a second supervisor or command officer, confirm the specific contemporaneous, articulable observations of the employee’s appearance, behavior, speech or body odors.
   c. Advise the employee that the supervisor or command officer is ordering the employee to go to the testing site for testing.
   d. Escort the employee to the testing site as soon as possible. However, if the supervisor or command officer is unable to escort the employee, the supervisor or command officer should have another individual escort the employee for testing. The individual selected to escort the employee will be of a higher grade/rank than the employee being tested.
   e. Require the employee to bring a picture identification card and proof of the employee’s Social Security or employee/badge number to the testing site.
   f. If the employee refuses to go to the testing site, or refuses to participate in the testing process, the supervisor or command officer should tell the employee that the testing request is a direct order and that refusal to comply with a direct order of an authorized supervisor or command officer might subject the employee to discipline, up to and including dismissal.
   g. After the initial test results are known, the supervisor, command officer or escort will contact the Internal Affairs on duty/on-call command officer for further guidance. If the Internal Affairs on-duty/on-call command officer is unavailable and the supervisor, command officer or escort has a reasonable doubt about the employee's ability to satisfactorily and safely meet job requirements, the supervisor, command officer or escort will place the employee on investigatory leave pending results of testing or other administrative determinations.
   h. No supervisor, command officer or escort should allow an employee to drive to or away from the testing site or the work site. However, if the employee does drive off, follow OMS 204.02.
   i. During regular OHSC hours, the testing will be conducted at one of the OHSC testing sites. These testing sites are located at Denver Medical Health Center, 605 Bannock Street, 4th floor, and the Denver International Airport, Main Terminal, 6th level. After regular hours, the supervisor or command officer will page the OHSC alcohol and drug testing personnel at (303) 851-2877 to arrange for immediate testing.
   j. Testing should be administered within two (2) hours of making a reasonable suspicion determination. If this two hour (2) time frame is exceeded, the supervisor or command officer should document the reason the test was not promptly administered on Drug and Alcohol Testing, DPD 667. Supervisors or command officers who do not test employees within this established time frame may be subject to discipline, up to and including dismissal.
k. Supervisors, command officers and escorts will keep the employee’s name and identifying information restricted to persons on a need to know basis.

2. Illegal drugs
   a. Follow the steps listed above in Section 16.e.1.
   b. However, testing for illegal drugs should be administered within eight (8) hours of making a reasonable suspicion determination. If this eight-hour (8) time frame is exceeded, the supervisor or command officer must document the reasons the test was not promptly administered on Drug and Alcohol Testing (DPD 667). Supervisors or command officers who do not test employees within the established time frame may be subject to discipline, up to and including dismissal.
   c. If a supervisor or command officer has reasonable suspicion that an employee appears to be in possession of, selling or transferring illegal drugs not within the employee’s official duties, the Internal Affairs on-duty/on-call command officer will be notified.

3. Post-accident testing
   a. As soon as practicable following a driving or other workplace accident, the supervisor or command officer will ensure that driver-employee is tested for alcohol and drugs when the accident:
      1. May have been the fault of the employee and the accident involves a fatality; or
      2. May have been the fault of the employee and any individual was injured severely enough to receive medical treatment immediately away from the scene of the accident; or
      3. May have been the fault of the employee and the accident resulted in disabling damage to any vehicle or any equipment; or,
      4. There is reasonable suspicion to test the employee.
   b. Post-accident alcohol and drug testing should be administered within two (2) hours following the accident. Supervisors or command officers who do not test employees within the established time frames may be subject to discipline, up to and including dismissal.
   c. When one of the post-accident criteria for testing applies and the incident involved a death, serious injury or an allegation that a serious crime has been committed, the District Attorney’s Office will be contacted prior to ordering drug and/or alcohol testing.

4. Random Testing
   a. The department may implement, with the Denver City Attorney’s approval, random alcohol and drug testing for employees deemed to perform safety-sensitive functions for the department.
   b. Pursuant to the DOT regulations, random alcohol testing will be conducted annually on 25% of the average number of City commercial driver’s license positions in existence. This percentage may be amended from time to time by the DOT. Alcohol testing will be conducted on a random, unannounced basis just before, during or just after the employee performed safety-sensitive functions.
   c. Pursuant to the DOT regulations, random drug testing will be conducted annually on 50% of the average number of City commercial driver’s license positions in
existence. This percentage may be amended from time to time by the DOT. Drug testing will be conducted on a random, unannounced basis. There is no requirement that this testing be conducted in immediate time proximity to performing safety-sensitive functions.

5. **Return to Duty Testing**
   
   If an employee has violated the prohibited conduct listed in Section 15 b. of this provision, the employee will not return to perform department duties unless the employee has completed a successful return to duty alcohol and drug tests and any other requirements imposed by Executive Order 94.

f. **Testing and Documentation**

1. When a Denver Police Department employee is transported for an Executive Order 94 related test, whether post accident, reasonable suspicion or other test, both a drug and alcohol test are required. Testing will be done at the Occupational Health and Safety Clinic or Denver Health Medical Center under most circumstances.

2. Escorting supervisors will complete Drug and Alcohol Testing (DPD 667), briefly outlining the reason for the test and follow the distribution at the bottom of the form.

g. **Injured Employees**

   When a Denver Police department employee is transported to a medical treatment facility, the supervisor will determine the following:

1. If the employee will be released within two (2) hours of the incident the supervisor will escort the employee to the Occupational Health and Safety Clinic (OHSC) for testing.

2. If the employee is not going to be released within two (2) hours, the OHSC lab technician will be contacted and respond to DHMC to administer the tests. If the employee is hospitalized at another treatment facility, the OHSC lab technician will not respond. The escorting supervisor must ask the treatment staff to perform the tests.

3. If the employee is initially unconscious and regains consciousness within the two hour (2) period, both drug and alcohol tests will be administered.

4. If the employee regains consciousness after the two hour (2) period but before eight (8) hours, the alcohol test will not be administered, but the drug test will be completed.

5. If the employee remains unconscious for more than eight (8) hours, contact the Performance Development Unit who will in turn contact the Denver City/District Attorney’s office for direction.

6. If the event of a change in shift, it is the responsibility of the original supervisor to inform the oncoming supervisor of the situation. The oncoming supervisor will then ensure that the tests are completed within the time constraints.

7. **Positive Tests**

   When an employee is tested for drugs and alcohol, the requesting supervisor will receive the test results immediately. Should the results indicate positive for drugs and/or alcohol, the supervisor will immediately notify the on duty or on call Internal Affairs Division representative.

8. **Evening/Weekend Tests**

   In the event a test is needed during other than normal duty hours (0700-1500) and a call out is necessary, employees will contact Denver 911 personnel who will then contact the OHSC on-call Technician.
503.02 COMMENDATIONS

(1) POLICY:
The Denver Police Department recognizes that its employees perform their duties at a consistently high level on a daily basis and that the actions of some of its employees rise above the standard expected, meriting special recognition. The department further acknowledges that the total police mission could not be accomplished without the efforts of all of its employees, both sworn and non-sworn. Furthermore, the department recognizes the vital and beneficial contribution made by its volunteers and citizens. Therefore, it is the policy of the Denver Police Department to award in an official manner, employees, volunteers and citizens who demonstrate meritorious conduct and embody the standards set forth in the following policy; promote community involvement, and bring honor upon themselves, the department, and the City and County of Denver.

There are two employee recognition events:

- The annual Denver Police Foundation event – the individual will be presented with the appropriate medal, shirt pin and/or certificate (Medal of Honor, Medal of Valor, Distinguished Service Cross, Purple Heart, Officer of the Year).
- The annual Denver Police Department Recognition event – a recognition event for employee award recipients, family and friends. No awards will be presented.

All other award recipients will be presented with a certificate by the appropriate division/district commander.

(2) DENVER POLICE DEPARTMENT COMMENDATIONS:

- Medal of Honor (sworn only)
- Medal of Valor (sworn only)
- Distinguished Service Cross (sworn only)
- Officer of the Year (sworn only)
- Purple Heart
- Lifesaving
- Excellence in Crime Prevention
- Volunteer of the Year
- Career Service Employee of the Year
- Outstanding Volunteer
- Community Service
- Official Commendation
- Career Service Employee of the Quarter

(3) PROCEDURES:

a. Any employee of the Denver Police Department may nominate a sworn officer, civilian member, or citizen for a commendatory award. This includes commendations prepared from outside law enforcement agencies.

1. All commendations prepared on a DPD 200, signed by the commending individual, and forwarded through his/her chain of command for approval. After approval, all commendation nominations will be forwarded by the commander, via email to the Awards Committee (DPDCommend@denvergov.org) for review.

2. All commendations prepared by outside law enforcement agencies will be forwarded to the Awards Committee via email (DPDCommend@denvergov.org).
3. Nominations for Volunteer of the Year will be sent to the Volunteer Program Administrator, who will then forward the nomination to the Chief of Police.

4. All letters of compliment and commendation from all other sources are to be sent to the Office of the Chief of Police.

b. Commendations will be written in a clear and concise fashion, including the officer’s name and badge number, omitting police jargon and detailed information about suspects in the incident (e.g., race, age, D.O.B., direction of flight, etc.). Additional documents such as supplementary reports, after action reports, commendatory action report, or correspondence should be submitted as well to assist the board in determining the appropriate award.

c. When more than one officer is involved in a commendable incident, the narrative of the commendation will specify the actions of each individual officer, aiding the awards committee in recommending the most appropriate award.

d. Unless otherwise waived by the Chief of Police or the chair of the awards committee, all nominations for commendations are required to be submitted to the awards committee within six (6) months of the incident.

e. All commendable actions resulting from involvement in a major event, such as an officer involved shooting, will be considered by the awards committee at the same time.

1. Officer involved shootings must receive a letter of clearance from the Denver District Attorney’s Office and the department’s Use of Force Review Board before the incident can be reviewed.

2. The awards committee member will, at this meeting, review the case with the investigator, view all video tapes, and listen to any audio tapes. All aspects of the incident and all proposed commendations will be discussed, but no final determination will be made concerning any awards at this time.

3. A conference call meeting will be acceptable at the discretion of the chair of the awards committee.

(4) **Awards Committee**

a. The Denver Police Awards Committee will be comprised of the chief of staff for the Chief of Police (or designee) as chairperson in a non-voting capacity (except to break a tie), one lieutenant, one sergeant, two officers below the rank of sergeant, two Career Service (CS) employees, and one community member.

1. The lieutenant, sergeant, officers, CS employee and community member will be nominated by the chair person (with affected commander’s approval) and approved by the Deputy Chief of Administration.

2. Final selection of board members will be made by the Chief of Police.

b. The board will review and evaluate each award nomination based on the information received. During consideration of awards, the board may choose to investigate the nomination and is empowered to call any officer witness or invite civilian witnesses to appear.

c. The awards committee will review award nominations and forward recommendations to the deputy chiefs. The deputy chiefs will review the nominations and then forward their recommendations to the Chief of Police, who will determine what, if any, award is appropriate.

d. **Eligibility:**

Any Denver Police Department employee (sworn or career service) may be eligible to receive any department award with the following exceptions.

1. The following awards are limited to active duty regular and reserve police officers of the Denver Police Department:

   - Medal of Honor
- Medal of Valor
- Distinguished Service Cross
- Officer of the Year

2. Active duty regular and reserve police officers and community members are eligible for the following awards:
- Excellence in Crime Prevention
- Purple Heart
- Life Saving
- Community Service
- Official Commendation

3. Historical Awards

Procedure for consideration of a “historical” award nomination:
- The nominating person must conduct all research and investigation.
- The nomination will be sent via email to DPDCommend@denvergov.org for review.
- If the award nomination is approved it will be presented at the annual retiree luncheon, usually coinciding with the police memorial ceremony held annually in May.

(5) AWARDS STANDARDS AND ELIGIBILITY:

a. Medal of Honor - active duty sworn and reserve police officers

1. Awarded by the Chief of Police to an individual for an act of outstanding bravery or heroism by which the individual has demonstrated in great degree the characteristics of selflessness, personal courage, and devotion to duty at the risk of his/her own life. The individual’s actions substantially contributed to the saving of, or attempted saving of a human life.

2. This is the highest and most prestigious department award and there must be no margin of doubt or possibility of error in awarding this honor. To justify the decoration, the actions must clearly render the individual conspicuous by an act so outstanding that it clearly distinguishes heroism beyond the call of duty from lesser forms of bravery. It must be the type of deed that, if not done, would not subject the individual to any justified criticism.

3. A posthumous award may be made to an individual who has lost his/her life under conditions where the officer endangered themselves in circumstances consistent with good police practices.

4. The award will consist of a Medal of Honor, a shirt pin, and a paper certificate.

b. Medal of Valor - active duty sworn and reserve police officers

1. Awarded by the Chief of Police to an individual for an act, in the face of great danger, wherein valor, courage, and bravery are demonstrated over and above that normally demanded and expected.

2. This is the second highest department award and to warrant this distinctive decoration, the act must be performed in the presence of great danger or at great personal risk and by its nature involved the saving of a human life, or attempted saving of a human life, the prevention of a serious crime, or the apprehension of a person who committed a serious crime. The action must be performed in such a manner as to render the individual highly conspicuous.

3. The award will consist of a Medal of Valor, a shirt pin, and a paper certificate.

c. Distinguished Service Cross - active duty sworn and reserve police officers
1. Awarded by the Chief of Police to an individual who performs an act of heroism involving an unusual situation or sudden occurrence of a serious and urgent nature that demands immediate action, the utilization of exceptional tactics, demonstrates good judgment, zeal, or ingenuity over and above what is normally demanded and expected, and preventing the incident from escalating to a deadly force situation.

2. For purposes of this award, a critical incident will refer to any rapidly unfolding and dynamic incident where the suspect is armed and the ability or intent to use lethal force is present.

3. Exceptional tactics will include utilization of proper tactics and appropriate force, including the use of less lethal options, or ingenuity, preventing the incident from escalating to a deadly force situation.

4. The award will consist of a Distinguished Service Cross, a shirt pin, and a paper certificate.

d. Purple Heart Award - active duty sworn and reserve police officers, CS employees, VIPs, and community members:

   1. Awarded by the Chief of Police to an individual who is seriously or critically injured while performing a heroic and/or police action. This award will be limited to those cases resulting from attack by an assailant, personal combat, or the performance of an act of valor.

   2. This Purple Heart can be awarded in conjunction with other awards.

   3. The award will consist of an enamel bar and medal for sworn officers, and a paper certificate for CS employees, VIPs, and citizens.

e. Excellence in Crime Prevention - active duty sworn and reserve police officers, CS employees, VIPs, and community members:

   1. Through personal initiative and ingenuity an individual develops a program or plan which contributes significantly to the department’s mission; or through innovative crime prevention strategies, combats issues affecting the community.

   2. The award will consist of an enamel bar for sworn officers, and a paper certificate for CS employees, VIPs, and citizens.

f. Lifesaving Award - active duty sworn and reserve police officers, CS employees, VIPs, and community members:

   1. Awarded by the Chief of Police to an individual who, through exceptional knowledge and behavior, performs a physical act which saves the life of another person and there is no danger to the individual’s life.

   2. The award will consist of an enamel bar for sworn officers, and a paper certificate for CS employees, VIPs, and citizens.

g. Community Service Award - active duty sworn and reserve police officers, CS employees, VIPs, and community members:

   1. Awarded to an individual who, by virtue of sacrifice and expense of his or her time, fosters or contributes to a valuable and successful program in the area of community service or affairs, or who acts to substantially improve police/community relations through contribution of time and effort when not involved in an official capacity.

   2. This award will consist of a paper certificate.

h. Official Commendation - active duty sworn and reserve police officers, CS employees, VIPs, and community members:

   1. Awarded to an individual who by exemplary conduct and demeanor, performs at a superior level of duty, exhibiting perseverance with actions resulting in a significant
contribution to the department and/or improvement to the quality of life in the community, or an individual who supervised or managed a tactical situation of an active, evolving incident as the on-scene commander.

2. The award will consist of a paper certificate.

i. Outstanding Volunteer Award - active duty sworn and reserve police officers, CS employees and VIPs:
   1. Awarded by the Chief of Police to an individual who, by virtue of sacrifice and expense of his or her time, fosters or contributes to a valuable and successful program in the area of the department’s mission, vision and values, or who acts to substantially improve police/community relations through contribution of time and effort when not involved in an official capacity.
   2. This award will consist of a paper certificate.

j. Officer of the Year Award - active duty sworn police officers:
   1. This award will be presented annually to an officer who has represented the department in all facets of law enforcement with a commitment to excellence, in support of the mission and values of the organization. The officer has consistently persevered in the prevention of crime and demonstrated initiative, leadership and dedication to the law enforcement profession.
   2. This award may be presented annually to an individual officer, technician, corporal, detective, sergeant, or command officer, or as determined by the Chief of Police.
   3. The Officer of the Year Award will consist of a medal and a shirt pin.

k. Career Service Employee of the Quarter:
   1. This award will be presented quarterly to a CS employee who continually performs their duties through perseverance and dedication to excellence and outstanding customer service. Demonstrating a positive attitude when interacting with others and highly motivated with innovative ideas to improve efficiency, benefiting the department and community. Documentation of positive customer feedback will be considered for this award.
   2. The Career Service Employee of the Quarter award will consist of a paper certificate, presented at the weekly CORE meeting.

l. Career Service Employee of the Year Award:
   1. This award will be presented annually to a CS employee who has represented the department in all facets of service with a commitment to excellence, in support of the values of the organization, and a desire to represent the department in the manner in which they were hired.
   2. The Career Service Employee of the Year award will consist of a plaque, presented at the weekly CORE meeting.

m. Volunteer of the Year Award – Volunteers in Police Service:
   1. This award will be presented annually to a volunteer in the program with a distinguished commitment to excellence, in support of the values of the organization.
   2. The Volunteer of the Year Award will consist of a plaque, presented at the weekly CORE meeting.

503.03 Performance Evaluation System

(1) REQUIREMENT:
The Performance Evaluation System (PES) will be completed annually for each officer up to and including the rank of captain. The PES will document an officer's performance throughout the calendar year, regardless of any change to assignment or rank (up to the rank of captain). Evaluations (for the prior calendar year) must be finalized by January 15th and are due to the Safety Human Resource Division (printed and signed) on February 1st of each year.

(2) GENERAL OVERVIEW:

The PES is governed by the official Performance Evaluation System Guide, which can be found on DPDWeb. To ensure that all officers are rated fairly and accurately, the Guide has been created to give all raters a benchmark for efficiently implementing the PES. In order to stay within the framework of the PES, all supervisory raters will utilize this Guide, referring back to the definitions and examples provided.

The PES is comprised of three sections: Service Delivery, Interpersonal Skills, and Personal Development.

a. The Service Delivery section incorporates action plans to reach benchmarks of the division level strategic plan. At a minimum, one action plan per officer will be developed for each quarter. The corresponding results achieved narrative will be given an assessment score. Additionally, action plans can be customized to any officer that must be placed on a Performance Improvement Plan.

b. The Interpersonal Skills section allows for documentation of specific, performance-based narratives called journal entries. Each journal entry will be dated, sourced, categorized and given an assessment score.

- Journal entries will also be used by supervisors to record incidents of minor misconduct or exceptional attention to duty by their subordinate officers. Disciplinary matters and commendations will also be noted.
- No officer will have any comment adverse to his/her interest entered in a journal entry or personnel file without having the opportunity to read the instrument containing the comment. See section (7).

c. The Personal Development section allows officers to contribute to their evaluation and identify career path goals. Officers may submit an Officer Self Assessment – Addendum form at any time of the year, however, all officers that fall under the requirements of the PES must submit this form within the 4th quarter to identify short and long term career goals. In turn, supervisors will complete the Career Development Acknowledgement (a short narrative describing how the supervisor can facilitate the officer’s goals). All Officer Self Assessment – Addendum forms submitted must be electronically stored within the PES file system and attached to the final performance evaluation when submitted in hardcopy to the Safety Human Resource Division.

(3) SUPERVISOR/COMMAND RESPONSIBILITY:

Each officer will be rated by his/her immediate supervisor. Command officers will have access to all in-progress PES reports that fall under his/her purview and will periodically check the status of these files throughout the calendar year to ensure the PES is being applied as described within the official guide.

(4) QUARTERLY ASSESSMENT:

Supervisors will hold quarterly assessment meetings with the officer they are rating, providing feedback for the prior quarter’s action plan and outlining the pending quarter’s action plan.

(5) ORAL REPRIMANDS:

a. Oral reprimands are an approved police department disciplinary action administered as the result of a sustained disciplinary action.

b. Oral counseling or admonishment may be administered for failures of standard policy or procedural guidelines (e.g., tardiness, incomplete reports, etc.). This activity should be recorded in a journal entry and will not be termed an oral reprimand unless formalized by a sustained internal affairs complaint.
(6) **Rating Changes:**

Any changes to an assessment score (whether recommended or executed) by a second-level supervisor or command officer will be brought to the attention of the individual officer being rated as well as to the attention of the immediate supervisor who prepared the original rating. The second-level supervisor or command officer will act within the parameters of the official guide and has final authority over any individual assessment scores.

- No supervisor outside the original supervisory chain is allowed to change an officer’s performance evaluation.

(7) **Appeal Process:**

Officers being rated can appeal any individual assessment score, action plan or journal entry within thirty (30) days of the date they were first notified of the score.

a. The appealing officer will submit an Officer Self Assessment – Addendum form to their immediate supervisor before the deadline, detailing the reasons why their individual assessment score should be changed.

b. The supervisor will take the rebuttal under consideration (or forward the rebuttal to the supervisor who made the entry). If the supervisor who made the original assessment score, action plan or journal entry does not agree with the rebuttal, he/she will forward it to the district/division commander.

c. If the supervisor does not agree with the rebuttal, the officer will at least have their account of the incident documented on the Officer Self Assessment – Addendum, which must be attached to the evaluation at the end of the year.

d. The final decision for any appeal rests with the respective division/district commander. Evaluations are not eligible for appeal beyond the commander. The appealing officer will be notified by the commander or designee of the final decision.

(8) **Recruit Officers / Police Training Program Officers:**

The PES does not apply to recruit officers or probationary officers while participating in the Police Training Program. The Academy Unit is responsible for providing a means of documenting performance while in the academy or in the Police Training Program. The PES as referenced in this section will be utilized upon successful completion of the Police Training Program.

a. While assigned to the police academy, recruit officers are evaluated by their performance on written and practical tests designed to measure knowledge and application of basic police functions. Outstanding and deficient performance is documented in the ADORE application. Additionally, recruits are introduced to the Police Training Officer (PTO) model of training at the academy. In the PTO model, recruits document their own performance through training notes and coaching and training reports (CTR). Supervisors assess these self-evaluation tools for accuracy and resolve any discrepancies by working with the recruit.

b. After leaving the academy and while receiving field training, each probationary officer will be evaluated by a Police Training Evaluator (PTE) at least twice during training using the PTO Evaluation Report. The PTO Evaluation Report will be reviewed and approved by the appropriate training coordinator and PTO Administrator, and reviewed with the probationary officer. The evaluation report is stored in the ADORE application, and may be accessed by training and command staff.

---

**503.04 Personnel Assessment System (PAS)**

(1) **Purpose:**

The Personnel Assessment System (PAS) is a Denver Police Department program created to increase police accountability and reduce department liability through a system of recognition and intervention.
The goal of PAS is to enhance the success of Denver police officers by identifying individual performance problems followed by the application of intervention techniques designed to improve performance.

a. The department’s provision of training, counseling, support, and other services under this policy does not in any way diminish an officer’s ultimate responsibility for his/her performance, including the correction of any identified performance deficiencies.

b. Nothing in this policy should be construed to suggest that a PAS intervention is a replacement for the department’s disciplinary procedures.

c. When required, participation in a personnel assessment strategy is mandatory.

**DEFINITIONS:**

**PAS** – The Personnel Assessment System (PAS) is a non-disciplinary process used to identify and address performance issues early in their development. PAS relies primarily on supervisor observation and input, and is complemented by a computer program that draws information from existing databases of incidents such as, commendatory actions, uses of force, and citizen complaints.

**Referral** - A referral is a direct recommendation made into the PAS program. Recognizing the need for the human element in employee success, referrals may be made by managers, supervisors, peers, family, or friends. In addition, concerned officers may self-refer. Referrals may be based on information discovered in PAS data sources, personal observations, or knowledge of other circumstances that could have an adverse effect on officer performance. Referrals may be made directly to the Performance Development Unit (PDU), or to any other supervisor or command officers who will bring the referral to the attention of PDU.

**Review** - A review of an officer’s performance and conduct may occur as a result of several circumstances and will be based on the totality of the circumstances. For example, a review may be initiated as a result of a single Internal Affairs Division (IAD) investigation, a single complaint coupled with other performance issues, a possible pattern of complaints or misconduct, or by reaching established review limits. A review may involve a management or supervisory examination of all available information pertaining to officer(s) that may or may not indicate a need for intervention. The goal of the review is to determine whether any level of intervention is needed to assist the officer.

**Review Limits** - Review limits determine the number or frequency of incidents tracked in the PAS computer program that may warrant a review. Review limits may be adjusted periodically by the Chief of Police. Review limits will be made public to all officers.

Review limits are meant to prompt an examination of an officer’s performance that may indicate a disparity compared to similarly situated officers. Review limits are meant to be practical and reasonable. Additionally, not all performance data available in the PAS system will have a related review limit. The identification of effective review limits is an ongoing process impacted by the availability of performance related information, technology, and the proper identification of indicators of officers with performance problems.

**Performance metrics that will trigger a mandatory PAS review (reviews are conducted on a monthly basis):**

- Three (3) of any one incident type within the previous three (3) months
- A total of four (4) or more incident types (any combination) within the previous three (3) months
- Six (6) of any one incident type within the previous twelve (12) months
- A total of seven (7) or more incident types (any combination) within the previous twelve (12) months
- Two (2) or more accidental and/or deliberate firearm discharges in one (1) year

*Note - Incident types include: use of force, formal complaints (including newly named defendants in civil lawsuits), and officer involved critical incidents.*
Response Level - The response level will be based on each particular PAS review or referral. Response levels are intended to improve officer performance and are not a disciplinary action. There are two possible levels of response that may be applied to a review:

- Level One - Notification
- Level Two - Intervention

(3) PROCEDURES FOR PAS REVIEW OR REFERRAL

PAS information is confidential and will not be disseminated to unauthorized persons, either internally or outside the department. Individual users are responsible to maintain the security of the PAS computer program. PAS may not be used for personal use or gain, and misuse of PAS may result in discipline.

a. PAS printouts may be referred to as needed; however, they will not be attached to evaluations or any other reports including IAD investigations.

b. Individual officers are encouraged to review their own EIIS computer system information on a frequent basis. Reviewing EIIS information allows the officer the opportunity to ensure the accuracy of EIIS data and to monitor multiple performance indicators. An officer who finds data that they believe is inaccurate should inform their immediate supervisor of the records in question. The supervisor will then contact the PDU with a description of the possibly inaccurate data. The PDU will cause the record in question to be corrected when appropriate and inform the officer and the supervisor of the outcome.

c. Regardless of the origin of a review of an officer’s performance under this policy, one of the response levels detailed below will be used:

1. Level One – Notification:

   Based on the totality of the information available, the issue is of such a nature as to necessitate the notification of the officer and their commander. The officer’s commander will notify the officer.

   - The commander will coordinate with the Performance Development Unit and/or the Academy to identify any appropriate resources to which the officer may be referred.
   - The officer’s input will be sought in order to identify an informal response plan that will help correct any possible deficiencies. The commander will provide a written explanation to the Chief of Police, through the chain of command, within fourteen (14) days of receipt of the notice, detailing their actions.
   - The Performance Development Unit will retain copies of all PAS response plans once approved by the Chief of Police.
   - All documentation of completed training during PAS plans will be forwarded to the Performance Development Unit.
   - Command officers may elevate any officer to a Level Two – Intervention response when that officer receives a second PAS review within twelve (12) months. Should the command officer decide on a Level One – Notification, an explanation must be provided detailing the reasons.
   - A third PAS review within twelve (12) months will automatically be escalated to a Level Two - Intervention response.
   - Assigning a sergeant to address and respond to a Level One review is acceptable; however, the lieutenant is responsible for the outcome.
   - A journal entry within the officer’s performance evaluation will be made noting the Level One – Notification review. (Assessment score: Not Applicable)

2. Level Two – Intervention:
Based on the totality of the information available, the issue is of such a nature as to necessitate a formal intervention, which includes a written plan. The officer’s commander will notify the officer.

- The commander will coordinate with Performance Development Unit and/or the Academy Unit to identify any appropriate resources to which the officer may be referred.
- The commander will coordinate with his/her deputy chief and Performance Development Unit and/or the Academy Unit to determine the appropriate form of intervention.
- The officer’s input will be sought in order to help determine a course of action that will help to correct any possible deficiencies. The commander will provide a written explanation to the Chief of Police, through the chain of command, within fourteen (14) days of receipt of the notice, detailing their actions.
- The Performance Development Unit will retain copies of all PAS response plans once approved by the Chief of Police.
- All documentation of completed training during PAS plans will be forwarded to the Performance Development Unit.

(4) **Remedial Plans:**

The response will include a written remedial plan detailing the efforts being made to correct any performance and conduct issues of concern. Template language will be avoided and each plan should be tailored to the individual officer and his/her needs for improvement.

a. Written plans will include specific goals, structure, oversight and support.
b. Plans will mandate weekly meetings with a sergeant to gauge progress, and will be documented in a journal entry.
c. Plans will include a monthly meeting with a sergeant and lieutenant, and will be documented with a journal entry.
d. The remedial plan will be signed by the officer indicating that the response has been reviewed. The officer’s progress must be monitored and formally reported to the Chief of Police through the chain of command.
e. At the conclusion of the plan, a report noting the results will be completed by the assigned command officer and forwarded to his/her respective deputy chief within 14 days. A final journal entry will be made in the officer’s record noting the outcome of the plan.

(5) **Intervention Strategies:**

Appropriate intervention strategies may include:

a. Referral to Peer Support, psychological services, police chaplain, Denver Police Resiliency Program, Employee Assistance Program, or other appropriate employee support system.

b. Coordination with the Academy Unit to identify training needed to improve an officer’s performance.

c. Non-disciplinary coaching or direction by the officer’s supervisor, developing a monitoring program or a follow-up plan, or encouraging the officer to help the supervisor determine the best intervention option for the situation.

d. Mandatory department authorized training, targeting personal or professional problems that the officer may be facing (i.e. communications, cultural awareness, coping with stress, anger management, or skills training such as remedial driving, arrest control techniques, etc.).

e. Reassignment or transfer.

f. Recommending policy revisions or additions, or departmental training needs.
g. Provide direct supervisory observation by assigning a corporal or sergeant to accompany, or “shadow” the subject officer for a time period and frequency determined by the officer’s commander. This strategy is strongly encouraged, recognizing that staffing levels can be a factor.

h. Online Police One training videos

(6) ROLES AND RESPONSIBILITIES:

a. Performance Development Unit (PDU) Responsibilities:
   1. PDU is responsible for establishing and administering the PAS, and generating reports specified in this policy, as requested by a commanding officer for personnel under their command, or as otherwise directed by the Chief of Police.
   2. PDU coordinates with psychological services, Peer Support, the Training Section, the Denver Employee Assistance Program, and other available services to develop effective intervention strategies. The purpose of the intervention is to enhance employee success by addressing behavior before the conduct becomes more serious or a disciplinary issue.
   3. Whenever a referral or review is initiated, PDU will prepare documentation for review by the assigned commander in order to determine the appropriate level of response.
   4. At a minimum, PDU will produce a monthly report detailing officers who have reached a review limit for three (3) and twelve (12) month thresholds.
      - PAS reports will be generated for Districts 1, 3, 5, Metro/SWAT and Gang Unit at odd month intervals.
      - PAS reports will be generated for Districts 2, 4, 6, Traffic Operations Section and all others at even month intervals.
   5. PDU will monitor the officer’s completion of assigned requirements on all Level One - Notifications and Level Two - Interventions.
   6. PDU draws no conclusions concerning the generated reports. PAS reports are intended to assist command and supervisory personnel in the evaluation and guidance of their subordinates. PAS reports alone will not form the basis for disciplinary action.
   7. Develop and share weekly reports that outline the number of delinquent PAS reviews and number of PAS reviews by bureau, division, district, section, or unit.
   8. K9 bite related use of force incidents will not be included in the Personnel Assessment System; instead, the Chief’s Office will rely on the quarterly reports generated from the Metro/SWAT Section. A PAS Report may be initiated after a review of these reports by the Deputy Chief of Operations.

b. Command Officer Responsibilities:
   1. Command officers are required to review the EIIS information for the supervisors under their command at least once a month. The command officer must ensure that such supervisors are reviewing the EIIS information of the officers under their span of control once per month to make certain that no issues have gone unrecognized.
   2. When a command officer has identified a subordinate who may need a review, the command officer will gather the necessary documentation. PDU may be called upon for assistance.
   3. Command officers are responsible for the development, execution and documentation of any necessary remedial plans implemented under their supervision. Command officer oversight will be tracked within the command officer’s performance evaluation system as an “action plan” for that quarter. The outcome rating will be based on the success or failure of the plan implemented, the effort exhibited by the command officer working with
the supervisor and/or officer to accomplish the plan, and the proper weekly
documentation of the plan.

c. Supervisory Officer Responsibilities:
   1. All supervisory officers are required to review the EIIS information for the officers under
      their span of control a minimum of once a month. Supervisory review of EIIS is also
      required during preparation of officer performance evaluations.
   2. When a supervisory officer has identified a subordinate who may need a review, the
      supervisor will gather the necessary documentation. The supervisor will then make a
      determination of the level of response required or will refer the review to the appropriate
      chain of command.
   3. Nothing in this policy precludes a supervisor from intervening with an officer before a
      referral is made or a review is initiated. Through personal observation and available
      performance data, the EIIS program can best be utilized by supervisors to identify
      opportunities to improve officer performance.
   4. Supervisors are responsible for the development, execution and documentation of any
      necessary remedial plans implemented under their supervision. Supervisory oversight
      will be tracked within the supervisor’s performance evaluation system as an “action plan”
      for that quarter. The outcome rating will be based on the success or failure of the plan
      implemented, the effort exhibited by the supervisor working with the officer to accomplish
      the plan, and the proper weekly documentation of the plan.
RULES AND REGULATIONS
FOR THE

POLICE DEPARTMENT
OF THE CITY AND COUNTY
DENVER, COLORADO

Effective 1st Day of May 1972

Approved by the
City Attorney
Manager of Safety
Chief of Police
## Rules and Regulations

### Table of Contents

- **Oath of Office**
- **Code of Ethics**
- **Terminology**
- **Preamble**

**RR – 100 Conduct**

<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>102</td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>102.1</td>
<td>Duty to Obey Departmental Rules and Mayoral Executive Orders</td>
</tr>
<tr>
<td>102.2</td>
<td>Requirement for Former Officers to Obey Laws, Denver Police Department Rules and Regulations, and Certain Orders during the Pendency of Appeals</td>
</tr>
<tr>
<td>103</td>
<td>Aid Another to Violate Rule</td>
</tr>
<tr>
<td>104</td>
<td><strong>Contacting of Supervisor</strong> Deleted 06/2015 – see 503.01</td>
</tr>
<tr>
<td>105</td>
<td>Conduct Prejudicial</td>
</tr>
<tr>
<td>106</td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>106.1</td>
<td>Immoral Conduct</td>
</tr>
<tr>
<td>106.2</td>
<td>Sexual Misconduct</td>
</tr>
<tr>
<td>107</td>
<td>Always on Duty</td>
</tr>
<tr>
<td>108</td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>108.1</td>
<td>Plainclothes Officers - Identification</td>
</tr>
<tr>
<td>108.2</td>
<td>Protecting Identity of Undercover Officers</td>
</tr>
<tr>
<td>109</td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>109.1</td>
<td>Drinking to Excess</td>
</tr>
<tr>
<td>109.2</td>
<td>Unfit for Duty</td>
</tr>
<tr>
<td>109.3</td>
<td>Drinking on Duty</td>
</tr>
<tr>
<td>109.4</td>
<td>Under the Influence</td>
</tr>
<tr>
<td>110</td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>111</td>
<td>Controlled Substances</td>
</tr>
<tr>
<td>112</td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>112.1</td>
<td>Misleading or Inaccurate Statement</td>
</tr>
<tr>
<td>112.2</td>
<td>Commission of a Deceptive Act</td>
</tr>
<tr>
<td>113</td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>114</td>
<td>Intimidation of Persons</td>
</tr>
<tr>
<td>115</td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>115.1</td>
<td>Conduct Prohibited by Law</td>
</tr>
<tr>
<td>115.2</td>
<td>Aggravated Conduct Prohibited by Law</td>
</tr>
<tr>
<td>116</td>
<td>Conspiracy to Commit Conduct Prohibited by Law or Aggravated Conduct Prohibited by Law</td>
</tr>
<tr>
<td>117</td>
<td>Disobedience of an Order</td>
</tr>
<tr>
<td>118</td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>119</td>
<td>Sleeping on Duty</td>
</tr>
<tr>
<td>120</td>
<td>Appropriating Property</td>
</tr>
<tr>
<td>121</td>
<td>Off Duty in Uniform</td>
</tr>
<tr>
<td>122</td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>122.1</td>
<td>Respect for Fellow Officer</td>
</tr>
<tr>
<td>122.2</td>
<td>Abuse of Fellow Officer</td>
</tr>
<tr>
<td>122.3</td>
<td>Insubordination</td>
</tr>
<tr>
<td>123</td>
<td>Assault of Fellow Officer</td>
</tr>
<tr>
<td>124</td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>125</td>
<td>Punctuality (Scheduled Discipline)</td>
</tr>
<tr>
<td>Chapter</td>
<td>Title</td>
</tr>
<tr>
<td>---------</td>
<td>-------</td>
</tr>
<tr>
<td>RR - 100</td>
<td><strong>Conduct (Continued)</strong></td>
</tr>
<tr>
<td>126</td>
<td>Amusement Places Restrictions</td>
</tr>
<tr>
<td>127</td>
<td>Responsibilities to Serve Public</td>
</tr>
<tr>
<td><strong>128</strong></td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>128.1</td>
<td>Impartial Attitude</td>
</tr>
<tr>
<td>128.2</td>
<td>Impartial Attitude - Bias</td>
</tr>
<tr>
<td>129</td>
<td>Giving Name and Badge Number</td>
</tr>
<tr>
<td><strong>130</strong></td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>130.1</td>
<td>Aiding and Protecting Fellow Officers - Unreasonable</td>
</tr>
<tr>
<td>130.2</td>
<td>Aiding and Protecting Fellow Officers – Intentional or Reckless</td>
</tr>
<tr>
<td><strong>131</strong></td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>132</td>
<td>Purchase of Forfeited Property</td>
</tr>
<tr>
<td><strong>133</strong></td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td><strong>134</strong></td>
<td>Deleted 8/2004</td>
</tr>
<tr>
<td><strong>135</strong></td>
<td>Deleted 4/2004</td>
</tr>
<tr>
<td>136</td>
<td>Use of Tobacco Products in Police Facilities</td>
</tr>
<tr>
<td>137</td>
<td>Collective Bargaining Fair Share Fee</td>
</tr>
<tr>
<td>138</td>
<td>Discrimination, Harassment, and Retaliation</td>
</tr>
<tr>
<td><strong>139</strong></td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>140</td>
<td>Discourtesy</td>
</tr>
<tr>
<td>141.1</td>
<td>Prohibited Associations</td>
</tr>
<tr>
<td>141.2</td>
<td>Reporting of Prohibited Associations</td>
</tr>
<tr>
<td><strong>142</strong></td>
<td>Soliciting Preferential Treatment</td>
</tr>
<tr>
<td></td>
<td><strong>RR - 200</strong></td>
</tr>
<tr>
<td><strong>201</strong></td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>202</td>
<td>Soliciting or Accepting a Bribe</td>
</tr>
<tr>
<td>203</td>
<td>Accepting Gifts from Persons of Bad Character</td>
</tr>
<tr>
<td>204</td>
<td>Soliciting, Accepting Gifts, Gratuities</td>
</tr>
<tr>
<td>205</td>
<td>Giving Testimonials, Seeking Publicity</td>
</tr>
<tr>
<td>206</td>
<td>Soliciting Business</td>
</tr>
<tr>
<td></td>
<td><strong>RR - 300</strong></td>
</tr>
<tr>
<td><strong>301</strong></td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>302</td>
<td>Personal Family Disputes</td>
</tr>
<tr>
<td>303</td>
<td>Trivial Offenses</td>
</tr>
<tr>
<td>304</td>
<td>Traffic Enforcement When Not in Uniform</td>
</tr>
<tr>
<td>305</td>
<td>Duty to Protect Prisoner</td>
</tr>
<tr>
<td>306</td>
<td>Inappropriate Force</td>
</tr>
<tr>
<td>307</td>
<td>Posting Bail</td>
</tr>
<tr>
<td>308</td>
<td>Aiding an Escapee</td>
</tr>
<tr>
<td><strong>309</strong></td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>309.1</td>
<td>Suggesting Bondsmen or Attorneys</td>
</tr>
<tr>
<td>309.2</td>
<td>Suggesting Bondsmen or Attorneys for Profit</td>
</tr>
<tr>
<td>310</td>
<td>Mistreatment of Prisoners/Suspects</td>
</tr>
<tr>
<td><strong>311</strong></td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>311.1</td>
<td>Compromising Criminal Cases</td>
</tr>
<tr>
<td>311.2</td>
<td>Interference with Prosecution</td>
</tr>
<tr>
<td><strong>312</strong></td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>312.1</td>
<td>Interfering with Case Assigned to Other Officers</td>
</tr>
<tr>
<td>312.2</td>
<td>Interfering with Internal Investigation/Questioning</td>
</tr>
<tr>
<td>312.3</td>
<td>Failure to Provide a Statement</td>
</tr>
<tr>
<td><strong>313</strong></td>
<td>Deleted 10/2008</td>
</tr>
<tr>
<td>314</td>
<td>Providing Assistance Outside the City</td>
</tr>
</tbody>
</table>
RR - 400  Firearms
401  Display of Firearms
402  Careless Handling of Firearms
403  Restrictions on Utility Firearms

RR - 500  Court
501  Personal Appearance in Court
502  Attendance in Court (Scheduled Discipline)

RR - 600  Reports, Communications, Evidence and Discovery (Revised 05-2011)
601  Deleted 10/2008
   601.1  Communication of Confidential Information, Generally
   601.2  Communication of Confidential Information that Jeopardizes a Police Action
602  Deleted 10/2008
   603  Destruction of Evidence
604  Deleted 10/2008
   605  Removal of Reports and Records
   606  Destruction of Reports or Records
   607  Failure to Make, File, or Complete Official Required Reports
608  Deleted 10/2008
   609  Altering Information on Official Documents
610  Deleted 10/2008
611  Deleted 10/2008
   612  Answer to Official Communications
   613  Unauthorized Use of Department Letterheads
   614  Publication of Articles
615  Deleted 10/2008
   616  Police Bulletin
   617  Compliance with Discovery Requirements  (Revised 05-2011)

RR - 700  Political Activities
701  Deleted 10/2008
702  Using Police Position to Gain Political Office
703  Soliciting Money for Political Purposes
704  Soliciting for Promotion, Appointment
705  Deleted 10/2008
706  Deleted 10/2008

RR - 800  Uniforms and Equipment
801  Deleted 10/2008
802  Uniform Restrictions While Off Duty
803  Uniform Restrictions for Officers Under Suspension
804  Exercise of Authority While Under Suspension
805  Equipment Carried on Person
806  Deleted 10/2008
   806.1  Alteration of Badge Prohibited
   806.2  Use of Badge by Person Other Than an Officer
807  Loss or Damage to Badge
808  Equipment and Property Restrictions on Use
809  Rough or Careless Handling of City and Department Property (Scheduled Discipline as it relates
to Preventable Accidents)
RR - 900  Vehicle Operation
  901  Deleted 10/2008
  902  Department Vehicle Operation

RR - 1000  Civil Cases
  1001  Testifying in Civil Cases
  1002  Service of Civil Process
  1003  Initiation of Civil Cases
  1004  Testifying for Defendant

RR - 1100  Leave, Sickness and Injury
  1101  Reporting Absence Prior to Roll Call
  1102  Reporting for Duty
  1103  Constructive Resignation
  1104  Location When Ill
  1105  Reporting During Illness or Injury
  1106  Feigning Illness or Injury
  1107  Physical or Mental Examination
  1108  Release of Medical Information
  1109  Deleted 10/2008

RR - 1200  P.O.S.T. Certification of Officers
  1201  P.O.S.T. Certification Required
POLICE OFFICER'S
OATH
City and County of Denver
State of Colorado

I do solemnly swear by the ever-loving God that I will support the Laws and Constitution of the United States and of the State of Colorado, and the Charter and Ordinances of the City and County of Denver; and that I will faithfully perform the duties of the office of Police Officer of the City and County of Denver, to which I have been appointed.

Denver Police Department

LAW ENFORCEMENT
CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind, to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.
TERMINOLOGY

Absent Without Leave (AWOL) - Failure to report for duty without proper and sufficient reason, and without securing proper approval in advance.

Acting - Serving temporarily in a position to which the member is not ordinarily assigned usually in a position of higher rank. All the authority, responsibilities and duties of the officer in the higher position devolve upon the acting member.

Annual Leave - The vacation granted all members once each year.

Beat - An area assigned for foot patrol.

Chain of Command - The unbroken line of authority extending from the Chief of Police through a single subordinate at each level of command, down to the level of execution, and return.

CSA/Civilian Employees - Employees who are not in the Classified Service.

Classified Service - All positions and their classification which are under police civil service.

Daily Bulletin - The official publication of the Department. All directions contained in the bulletin have the force and effect of Department orders.

Directive - Permanent written orders issued by the Chief of Police, Deputy Chief, Bureau, District, or Unit Commander intended to guide the operations of the Department, Division, Bureau, District, or Unit under their command.

Discharge - The act of dispensing with or terminating the services of a member.

Discovery – Disclosure of all evidence and information related to any investigation within the scope of the Colorado Rules of Criminal Procedure and the Colorado Municipal Court Rules of Procedure.

District - A section of the city in which operates a police unit subordinate to the Deputy Chief of Operations, and the Chief of Police.

District Commander - A Lieutenant or Captain assigned as a commanding officer in charge of a district station and district police personnel.

District Station - The police building that houses or serves district police personnel.

Emergency Procedure Plan - The plan of organization and disposition of personnel of the Department in coping with a major disaster, catastrophe, or civil disturbance.

Headquarters - The center of administrative operations and authority.

Immediately - The term is to be construed to mean as soon as possible and practical.

Incompetence - Incapable of satisfactory performance of police duties.

Inquest - The investigation of death conducted by the Medical Examiner's office.

Insubordination - The willful disobedience of any lawfully issued order by a superior officer, or any disrespectful, mutinous, insolent, or abusive language toward a superior officer.

Leave of Absence - An extended period during which an officer is granted leave from active duty without pay.

Leave - Death - The period of time during which an officer is excused from active duty by reason of the death of a near relative.

Leave - Military - A leave granted to serve in any of the recognized branches of Military Service.

Leave - Period - The rest period granted each 28-day work period during which the member is free from the performance of his/her regular duties.

Leave - Sick - The period of time during which an officer is granted leave from active duty by reason of illness or injury, or days in excess of required accumulated reserve.

Line Operation - All activities in which division members are engaged that directly affect the accomplishment of the police purpose. Line operations include; Patrol, Major Crimes, Investigative Support and Special Operations Divisions.
**Medical Examiner Investigator** - An investigator who represents or accompanies the Medical Examiner. His/her duties are to gather factual information and evidence relative to the circumstances of death.

**Member** - All persons in the Classified Service on the Police Department payroll and the Chief of Police.

**Neglect of Duty** - Failure to give suitable attention to the performance of duty.

**Off Duty** - The state of a member during the rest period when he/she is free of the responsibility of performing his/her usual routine duties.

**Officers** - Members of the Department generally without regard to rank, division, sex, or duty. Wherever applicable, all references to he shall include she.

**Off the Air** – In service but not available for radio communication.

**On the Air** - In service with the radio equipment in operation.

**On Duty** - The state of a member during the period of the day (shift) when he/she is actively engaged in the performance of his/her duty.

**Operations Manual** - A manual prepared under the direction of the Chief of Police to outline in detail the current operating procedures of the Department.

**Order** - A command or instruction given by a superior to a subordinate. It may be oral or written.

**Out of Service** - On duty but not available for radio call or other assignment because of previous assignment, on sight police action, car trouble, etc.

**Out on Traffic** - Temporarily out of service but maintaining radio communication. Out on traffic for a one person car is the same as out of service.

**Patrol Car** - A car used by an officer in the performance of his/her patrol duties, generally, a recognizable police vehicle. A "marked car".

**Plain Clothes Officer** - "Any officer whose duties require him/her to wear non-uniform attire during the performance of their duties."

**Post** - A fixed point or location to which officers are assigned for duty.

**Precinct** - An area within a district assigned for motor patrol.

**Procedure** - It is a prescribed method of dealing with a given situation.

**Report** - A written or electronic communication, unless otherwise specified, relating to police matters.

**Reserve Officer** - A civilian who receives no pay for his/her services and whose duties are to assist the Police Department as an auxiliary officer when needed.

**Rules and Regulations** - A directive issued by the Chief of Police, and approved by the Executive Director of Safety setting forth the rules, regulations and procedures under which the police department will discharge its responsibilities and regulate the conduct of its officers and personnel.

**Shift** - The period during which an officer is on duty.

**Solo Motorcycle** - A two wheeled motorcycle.

**Special Detail** - Officers, from one or more units, grouped together for a specified mission.

**Special Duty** - Police service, the nature of which may require that the member be excused from the performance of his/her regular duties.

**Special Orders** - Written order issued by the Chief of Police of a temporary nature that ordinarily does not affect the entire Department.

**Staff Supervision** – The supervision by a superior officer of a subordinate not under his/her direct command for the purpose of fulfilling the staff operations of the Department.

**Supervisory Officer** - Officers assigned to positions requiring the exercise of immediate supervision over the activities of other officers or employees.

**Superior Officer** - All officers with the rank of Sergeant, Lieutenant, Captain, Commander, Deputy Chief or the Chief of Police.
Through Official Channels - Through the hands of superior officers in the chain of command.

Tour of Duty - The shift during which an individual member is on duty.

Uniformed Officer - Denoting an officer who wears a regulation police uniform.

Unmarked Car - A patrol car used by the uniformed or detective personnel with no recognizable police decals, lights or siren exposed.
RULES AND REGULATIONS

PREAMBLE

Officers shall obey all Departmental rules, duties, procedures, instructions, and orders; the provisions of the Operations Manual; and Mayoral Executive Orders. Failure to comply with any of the Rules and Regulations of the Denver Police Department shall be construed a violation. Members in violation shall be subject to disciplinary action. The following provisions of conduct shall be construed as a rule violation of the Operations Manual and Directives and Orders of the Denver Police Department, but not by way of limitation.

RR-100 Conduct

RR-101 Deleted 10/2008
RR-102 Deleted 10/2008
RR-102.1 Duty to Obey Departmental Rules and Mayoral Executive Orders
Officers shall obey all Departmental rules, duties, procedures, instructions, and orders; the provisions of the Operations Manual; and Mayoral Executive Orders.

RR-102.2 Requirement for Former Officers to Obey Laws, Denver Police Department Rules and Regulations, and Certain Orders during the Pendency of Appeals
Any former DPD officer:

a. who has been separated from employment with DPD due to a disciplinary action or disqualification; and

b. who has a pending appeal of that disciplinary action or disqualification, or whose time to file such appeal has not yet expired shall, during the time the appeal is pending or the time for appeal has not expired, obey all state and federal statutes, municipal ordinances, the Charter of the City and County of Denver, DPD rules and regulations, and orders issued to the officer by the Department that were in effect at the time of the officer’s separation from DPD. If any former officer who violates this rule subsequently regains employment with the Department, by any means including an order of reinstatement, the Department may take disciplinary action against the former officer upon such return to service.

RR-103 Aid Another to Violate Rule
Officers shall not aid, abet or incite another in the violation of the rules, duties, orders, or procedures of the Department.

RR-104 Deleted 06/ 2015. Notifying a Supervisor – see 503.01

RR-105 Conduct Prejudicial
Officers shall not engage in conduct prejudicial to the good order and police discipline of the Department or conduct unbecoming an officer which:

a. May or may not specifically be set forth in Department rules and regulations or the Operations Manual; or

b. Causes harm greater than would reasonably be expected to result, regardless of whether the misconduct is specifically set forth in Department rules and regulations or the Operations Manual.

RR-106 Deleted 10/2008

RR-106.1 Immoral Conduct
Officers shall not participate in any immoral, indecent, or lewd conduct.

RR-106.2 Sexual Misconduct
While on duty, an officer shall not engage in any conduct or solicit another to engage in any conduct for the purpose of sexual gratification, sexual humiliation or sexual abuse. The same conduct is also prohibited while off duty, either in uniform in a public place or in any vehicle or facility to which an officer has access by virtue of the officer’s police authority. The consent of another to engage in such sexual conduct or sexual acts is immaterial.
Always on Duty
Officers are held to be always on duty, although periodically relieved from the routine performance of it. They are always subject to orders from a supervisory officer and subject to calls from private persons. The fact that they may be technically off duty shall not relieve them from the responsibility of taking proper police action in any matter coming to their attention. When there is no urgent or immediate need for police action, they may request the dispatcher to turn the matter over to officers on duty in the district, but they shall take such police action as may be required prior to the arrival of the dispatched officers.

Deleted 10/2008

Plainclothes Officers – Identification
Members in plain clothes on or off duty shall promptly identify themselves when the necessity arises. At the scene of an emergency where it is desirable to display the badge continuously, it shall be attached to the outer-most garment.

Protecting Identity of Undercover Officers
Uniformed officers shall not acknowledge a member in civilian clothes unless first addressed.

Deleted 10/2008

Drinking to Excess
Officers shall not consume alcoholic beverages while off duty to an extent that result in the commission of an obnoxious or offensive act that might tend to bring discredit upon the Department.

Unfit for Duty
Officers shall not consume any substance while off duty to an extent that renders them unfit to report for his or her regular duty or on call shift.

Drinking on Duty
Officers shall not consume alcoholic beverages while on duty either in or out of uniform, or off duty while in uniform, except when necessary and authorized in the performance of duty.

Under the Influence
Officers shall not consume any substance, while on duty either in or out of uniform, such that they are legally impaired except when necessary and authorized in the performance of duty.

Deleted 10/2008

Controlled Substances (revised 05/2013)
Officers shall not use or possess any controlled substance as such substances are defined under Colorado Revised Statutes, except according to prescription and under the supervision of a licensed medical professional. Notwithstanding Colorado Constitutional Amendments 20 and 64, officers shall not use or possess marijuana, medical or otherwise, regardless of duty status.

Deleted 10/2008

Misleading or Inaccurate Statements
Officers shall not knowingly make a misleading or inaccurate statement relating to their official duties.

Commission of a Deceptive Act
In connection with any investigation or any judicial or administrative proceeding, officers shall not knowingly commit a materially deceptive act, including but not limited to departing from the truth verbally, making a false report, or intentionally omitting information.

Deleted 10/2008

Intimidation of Persons
Officers shall not intimidate any person for personal reasons under the color of authority.

Deleted 10/2008

Conduct Prohibited by Law
Officers shall obey the Charter of the City and County of Denver, all City ordinances, and all state and federal statutes.
RR-115.2 Aggravated Conduct Prohibited by Law
Officers shall obey all state and federal statutes, specifically as they involve:

a. Any felonious conduct;
b. Any conduct prohibited as a Class One Misdemeanor; or,
c. Any criminal conduct committed on duty or under color of authority.

RR-116 Conspiracy to Commit Conduct Prohibited by Law or Aggravated Conduct Prohibited by Law
Officers shall not conspire with another person or persons to commit any act in violation of a City ordinance, state, or federal statute.

RR-117 Disobedience of an Order
Officers shall obey any order lawfully issued by a supervisory or command officer.

RR-118 Deleted 10/2008

RR-119 Sleeping on Duty
Officers shall not sleep on duty.

RR-120 Appropriating Property
Officers shall not appropriate any lost, found, seized, or forfeited evidential, City or Departmental property to their own use.

RR-121 Off Duty in Uniform
Officers, while off duty and in uniform, shall conduct themselves as if they were on duty.

RR-122 Deleted 10/2008

RR-122.1 Respect for Fellow Officer
Officers shall treat other members of the Department with the respect due to them as fellow officers.

RR-122.2 Abuse of Fellow Officers
Officers shall not be abusive toward a fellow officer, regardless of rank.

RR-122.3 Insubordination
Officers shall recognize and accept the authority of superior officers and shall refrain from uttering any disrespectful, mutinous, insolent, or abusive language toward a supervisor or command officer.

RR-123 Assault of Fellow Officer
Officers shall not threaten, strike, or assault any other officer of the Department.

RR-124 Deleted 10/2008

RR-125 Punctuality (Scheduled Discipline)
Members of the Department must be punctual in reporting for duty, attendance to all calls, requirements of duty, court appearances, and other circumstances where time is specified.

RR-126 Amusement Places Restrictions
Officers on duty shall not enter any place of amusement or liquor establishment except when necessary in the performance of duty or periodic inspection. (Officers are not prohibited from eating in restaurants which are licensed to serve liquor.)

RR-127 Responsibilities to Serve Public
Members shall serve the public by direction, counsel, and in other ways that do not interfere with the discharge of their police responsibilities. They shall respect the rights of individuals and perform their services with honesty, zeal, courage, discretion, fidelity, and sound judgment.

RR-128 Deleted 10/2008

RR-128.1 Impartial Attitude
Members, while being vigorous and unrelenting in the enforcement of the law, must maintain a strictly impartial attitude toward complainants and violators.
Impartial Attitude – Bias
Members shall at all times consider it their duty to be of service to anyone who may be in danger or distress, regardless of race, color, creed, national origin, gender, age, sexual orientation, ancestry, physical or mental disability, marital status, military status, political affiliation, or religion.

Giving Name and Badge Number
When a reasonable request is made for an officer’s name, badge number or assignment, the officer shall provide a business card or the information in writing to any violator or person, unless such action is likely to jeopardize the successful completion of a police assignment. Business cards are required to be provided, without being asked, to any person that an officer has detained in a traffic stop if that person is not cited or arrested. Refer to OMS 116.32(5) for more information.

Aiding and Protecting Fellow Officers – Unreasonable
Members of the Department shall not unreasonably fail to assist and protect each other in restoring peace and order, apprehending offenders, or enforcing the law.

Aiding and Protecting Fellow Officers – Intentional or Reckless
Members of the Department shall not intentionally or recklessly fail to assist and protect each other in restoring peace and order, apprehending offenders, or enforcing the law.

Purchased of Forfeited Property
Officers shall not purchase or attempt to purchase any item or property which they know has been seized by a criminal justice agency and legally forfeited. This shall include the purchase of a previously forfeited item or property which is offered for resale by a private retail vendor.

Use of Tobacco Products in Police Facilities
No member of the Classified Service, Career Service employee, contract employee of the City and County of Denver, or any other person shall use tobacco products in any police facility.

"Tobacco products," as used herein, include but are not limited to: burning cigarettes, cigars, cigarillos, and pipe tobacco.

The use of tobacco products means consumption by inhalation of any burning tobacco product or any other burning material manufactured, grown, or intended for use in a manner similar to that of cigarettes, cigars, cigarillos, or pipe tobacco.

"Police facility", as used herein, means any interior part of the Police Administration Building, District Station, or any satellite office used by any unit, section, bureau, or division of the Police Department. All supervisory and command officers shall strictly enforce this regulation and shall themselves be subject to discipline for their failure to do so.

Collective Bargaining Fair Share Fee
Article IX, part 8 of the City and County of Denver Charter establishes collective bargaining for all members of the Classified Service of the Police Department and authorizes the negotiation of a fair share fee to be paid to the bargaining representative. As long as the Collective Bargaining Agreement is in force, all members of the Classified Service who are not dues paying members of the Denver Police Protective Association (DPPA), are required, as a condition of employment, to pay the designated fair share fee to the DPPA in accordance with the policy of the DPPA and Articles 5.2, 5.3, and 5.4 of the Collective Bargaining Agreement. Failure to pay the designated fair share fee to the Association will be grounds for disciplinary action, including termination.
Discrimination, Harassment, and Retaliation
Members of the Department are expressly prohibited from engaging in any form of discrimination, harassment, or retaliation, based on any class or personal characteristic protected by federal, state, or local law, or otherwise violating the Discrimination, Harassment and Retaliation Policy found in section 117.03, the Disclosure of Information Protected Policy found in section 117.05, the Racial/Ethnic Intimidation Policy found in Section 117.06 of the Denver Police Operations Manual or the Equal Employment Opportunity for Individuals with Disabilities Policy found in section 503.13 of the Denver Police Operations Manual.

Deleted 10/2008

Discourtesy
Officers shall at all times be courteous and civil to the public. They shall be orderly, attentive, respectful, and exercise patience and discretion in the performance of their duties.

Prohibited Associations
Officers shall not knowingly fraternize, associate, or continue to associate with any person whom the officer reasonably believes to be engaging in or planning to commit criminal activities where further contact with such individual(s) is reasonably likely to damage public trust; adversely affect the officer’s credibility or integrity; or create the appearance of impropriety, a conflict of interest, or corruptive behavior. The only exceptions to this rule will be interactions in accordance with authorized DPD duties and relationships, including immediate family members, where the relationship has been approved by the Chief of Police or the Chief’s designee as per RR-141.2.

Reporting of Prohibited Associations
All potentially prohibited associations identified in RR-141.1 except those involving authorized DPD duties shall be promptly reported in writing to the Chief of Police or the Chief’s designee. Failure to promptly report such an association shall subject an officer to possible disciplinary action. The Chief, upon receipt of the written report, shall make a determination whether further contact is reasonably likely to damage the public trust; adversely affect the officer’s credibility or integrity; or create the appearance of impropriety, a conflict of interest, or corruptive behavior. If such a determination is made, the Chief or the Chief’s designee may then reasonably prohibit or limit such future contacts. Otherwise, the Chief or designee may expressly authorize the continued association.

Soliciting Preferential Treatment
Officers shall not attempt to use their position as Department members (including displaying a badge or identifying themselves as Department members): (i) to solicit or to attempt to solicit any preferential treatment not extended to the general public; or (ii) to solicit or attempt to obtain any benefit to which they would not otherwise be entitled except in furtherance of official duties or as allowed by Department or City rule, policy, procedure or authorized practice.
RR-200  REWARDS AND GRATUITIES

RR-201  Deleted 10/2008

RR-202  Soliciting or Accepting a Bribe
Officers shall not solicit or accept a bribe.

RR-203  Accepting Gifts from Persons of Bad Character
Officers shall not knowingly receive anything of value whatsoever or services, whether as a gift or as the result of purchase or trade, from suspects, prisoners, arrestees, prostitutes, or other persons whose vocations may profit from information obtained from the police, or from relatives, employees, or associates of any of these persons.

RR-204  Soliciting, Accepting Gifts, Gratuities
Individual members shall not solicit or accept any money, gift, gratuity, loan, present, or fee in connection with their duties as a Denver police officer or in representing the Denver Police Department, except as permitted by the Denver Ethics Code. With written approval of the Chief of Police, some recognized and sanctioned forms of soliciting funds or goods for a benevolent or charitable cause by members will be permitted.

RR-205  Giving Testimonials, Seeking Publicity
Members shall not give testimonials or permit their names or photographs to be used for advertising purposes without the approval of the Chief of Police. Members shall not seek personal publicity either directly or indirectly in the course of their employment.

RR-206  Soliciting Business
Members shall not solicit subscriptions; sell books, papers, tickets, merchandise, or other things; or collect or receive money or other things of value from the public for any purpose whatsoever, while on duty or in uniform or representing oneself as a member of the Department, except as authorized by the Chief of Police.

RR-300  USE OF FORCE AND ARRESTS

RR-301  Deleted 10/2008

RR-302  Personal Family Disputes
Officers shall not take police action or make arrests in their own quarrels or in those involving their families or their neighbors, except under such circumstances as would justify them in using self defense or to prevent injury to another or when a serious offense has been committed.

RR-303  Trivial Offenses
Officers shall not make arrests for offenses when a warning or citation would suffice.

RR-304  Traffic Enforcement When Not in Uniform
Unless in uniform and operating a police vehicle, or performing police secondary employment in uniform, off-duty officers shall not arrest or issue citations, verbal warnings, or written warning citations for minor traffic offenses. Off-duty officers who witness a serious or flagrant violation will, when practical, summon on-duty personnel to execute a stop of the violator, and must confer with an on-duty supervisor to obtain approval prior to issuing a citation or arresting the violator.

RR-305  Duty to Protect Prisoner
Officers shall not physically abuse a prisoner and shall not allow a prisoner in their custody to be physically abused by any person.

RR-306  Inappropriate Force
Officers shall not use inappropriate force in making an arrest or in dealing with a prisoner or any other person.

RR-307  Posting Bail
Officers shall not post bail for any person arrested, except members of their own immediate families.
RR-308  **Aiding an Escapee**
Officers shall not aid or abet any prisoner to escape

RR-309  Deleted 10/2008

RR-309.1  **Suggesting Bondsmen or Attorneys**
Officers shall not suggest or recommend specific attorneys, bondsmen, or bail brokers to any person arrested, except to members of their own immediate families.

RR-309.2  **Suggesting Bondsmen or Attorneys for Profit**
Officers shall not, for personal gain or benefit, suggest or recommend specific attorneys, bondsmen, or bail brokers to any person arrested.

RR-310  **Mistreatment of Prisoners/Suspects**
Prisoners and suspects shall be treated in a fair and humane manner.

RR-311  Deleted 10/2008

RR-311.1  **Compromising Criminal Cases**
Officers shall not become involved in making any promises or arrangements between a suspect and his/her victim intended to permit the offender to escape the full penalty provided by the law. Nothing herein shall limit or restrain an officer from the reasonable exercise of discretion in the resolution of minor complaints.

RR-311.2  **Interference with Prosecution**
Officers shall not interfere with the courts or, for personal gain or benefit, use their official positions to make any arrangements for any suspect to escape prosecution.

RR-312  Deleted 10/2008

RR-312.1  **Interfering with Case Assigned to Other Officers**
Officers shall not interfere with any case assigned to another officer. Nor shall any officer interfere with the operation of any other division, bureau, section, or unit of the Department; other government agency; or any lawful private business.

RR-312.2  **Interfering with Internal Investigation/Questioning**
An officer shall not engage in conduct or have direct or indirect contact with any witness, complainant, or investigator which is intended to obstruct, compromise, or interfere with an internal investigation. Internal Investigations shall include those initiated by the Internal Affairs Division, the Professional Standards Unit, the Office of the Independent Monitor, the Executive Director of Safety's EEO Coordinator, or any other division, bureau, section, or unit.

RR-312.3  **Failure to Provide a Statement**
Once ordered to do so, officers are required to provide a complete and truthful statement to any authorized Internal Affairs officer, supervisor, commander, representative of the Internal Affairs Division, the Executive Director of Safety's EEO Coordinator, or anyone else to whom the Executive Director of Safety has delegated the authority to compel statements.

RR-313  Deleted 10/2008

RR-314  **Providing Assistance Outside the City**
Officers shall not go outside the jurisdiction of the City and County of Denver during their regular duty shift except:

a. in cases of fresh pursuit;

b. when sent by proper authority;

c. when there appears to be an emergency or need for assistance; or

d. when authorized to do so by a supervisory officer.

RR-400  **FIREARMS**

RR-401  **Display of Firearms**
Officers shall not unnecessarily draw or display any firearm.
RR-402 Careless Handling of Firearms
Officers shall not carelessly handle a firearm at any time.

RR-403 Restrictions on Utility Firearms
Officers shall not carry utility firearms, either on their person or in vehicles, without the approval of their Commander.

RR-500 COURT

RR-501 Personal Appearance in Court
Officers appearing in court as witnesses or for any other reason shall appear in the regulation uniform or acceptable business attire with dress shirt and tie.

RR-502 Attendance In Court (Scheduled Discipline)
All officers who receive subpoenas shall make proper return on each and will be held strictly accountable for appearance on a punctual basis. Officers unable to attend court, or those who expect to be late, must notify the Court Liaison Office.

RR-600 REPORTS, COMMUNICATIONS, EVIDENCE AND DISCOVERY (Revised 05-2011)

RR-601 Deleted 10/2008

RR-601.1 Communication of Confidential Information, Generally
Members shall not impart official information of a confidential nature to anyone, except to those for whom it is intended, as directed by their commanding officer, or under due process of law. They shall not reveal to any private person the identity of an informant or any individual who has provided information upon the condition of anonymity.

RR-601.2 Communication of Confidential Information that Jeopardizes a Police Action
Officers shall not communicate, except to authorized persons, information which may jeopardize an arrest, police action, or investigation or which may aid a person to escape or attempt to escape.

RR-602 Deleted 10/2008

RR-603 Destruction of Evidence
Officers shall not recklessly or negligently destroy or remove evidence, nor shall officers intentionally destroy or remove evidence, except as legally permissible.

RR-604 Deleted 10/2008

RR-605 Removal of Reports and Records
Officers shall not, without proper authority, remove Department reports or records from the division or bureau where they are maintained.

RR-606 Destruction of Reports or Records
Officers shall not except on the order of the Chief of Police, destroy or permanently remove from its file any Departmental report or record.

RR-607 Failure to Make, File, or Complete Official Reports
Officers shall not fail to make, file, or complete required reports and records. Members shall make reports promptly, accurately, and completely in conformity with specifications of the Department. Members shall make all necessary reports before going off duty unless a supervisor/commander authorizes the delay.

RR-608 Deleted 10/2008

RR-609 Altering Information on Official Documents
Officers shall not unnecessarily change, alter, or otherwise distort the information on any official document.

RR-610 Deleted 10/2008

RR-611 Deleted 10/2008
RR-612 Answer to Official Communications
All official communications, telegrams, circulars, and other correspondence sent out from this Department shall conform to the format prescribed by the Chief of Police.

RR-613 Unauthorized Use of Department Letterheads
Officers shall not use Police Department letterheads except for authorized Departmental correspondence.

RR-614 Publication of Articles
Articles prepared for publication in which the member identifies themselves as a DPD member must be submitted in their entirety to the Chief of Police for approval prior to publication and be in the best interest of the Department. Materials obtained or created during a member’s official duties remain the property of the Denver Police Department. Members must articulate the intended purpose and obtain prior approval from the Chief of Police before using any Department materials such as photos, videos, audio recordings, reports, badge images, and photos of department personnel, equipment, or buildings for training or publication purposes. Articles include, but are not limited to, items published in books, magazines, newspapers, and other periodicals as well as items posted in electronic sharing sites such as blogs, Facebook, MySpace, Twitter, or other similar online journals or news sites.

RR-615 Deleted 10/2008

RR-616 Police Bulletin
Members of the Classified Service shall familiarize themselves with the information printed in the Police Bulletin.

RR-617 Compliance with Discovery Requirements (Revised 05-2011)
Officers shall document and protect all information and evidence gathered and collected during any arrest or criminal investigation. Members shall provide all files, books, papers, documents, photographs, audio and video recordings, and tangible objects collected and created as part of an arrest or criminal investigation, to the investigative case file or Property Management Bureau under the assigned general offense (GO) number.

RR-700 POLITICAL ACTIVITIES

RR-701 Deleted 10/2008

RR-702 Using Police Position to Gain Political Office
Officers, while seeking or holding political office shall not appear in that capacity in the Denver Police uniform or use their positions as police officers to gain political office or carry out the duties thereof.

RR-703 Soliciting Money for Political Purposes
Officers shall not solicit money or other things for political purposes while in uniform or on duty or in any room or building occupied for the discharge of official police duties.

RR-704 Soliciting for Promotion, Appointment
Officers shall not solicit petitions for promotions, appointments, or change of duty, or promote any political influence to effect such an end for themselves or any other member of the Department.

RR-705 Deleted 10/2008

RR-706 Deleted 10/2008
RR-800 UNIFORMS AND EQUIPMENT

RR-802 Uniform Restrictions While Off Duty
Off duty officers are restricted in the use of their uniforms as follows:
   a. They may wear their full uniform in going to and from work.
   b. When wearing civilian headgear or when bareheaded and wearing partial uniform, officers shall wear a civilian coat as their outermost garment.
   c. No civilian attire shall be worn with the uniform cap or helmet.

RR-803 Uniform Restrictions for Officers Under Suspension
The uniform shall not be worn while an officer is under suspension.

RR-804 Exercise of Authority While Under Suspension
Officers shall not exercise police authority while under suspension.

RR-805 Equipment Carried on Person
Officers shall carry their badge and I.D. Card and be armed at all times, except as provided by the Operations Manual.

RR-806.1 Alteration of Badge Prohibited
The badge shall not be altered, exchanged, or transferred except by order of the Chief of Police. Members shall not use another member's badge or official police credentials without permission of the Chief of Police.

RR-806.2 Use of Badge by Person other than an Officer
Officers shall not permit any person not appointed a member of the Police Department to use an official badge or credential at any time.

RR-807 Loss or Damage to Badge
When a member’s badge is lost or damaged, that member shall report the loss or damage through channels in writing to the Chief of Police. The cost of replacement or repair will be charged to the member unless he/she can show that such loss or damage was not incurred through personal negligence. (See 504.03)

RR-808 Equipment and Property Restrictions on Use
Officers are prohibited from using Police Department property or vehicles in the conduct of their own personal or private affairs without approval of a Commander or the Chief of Police.

RR-809 Rough or Careless Handling of City, Departmental or Outside Agency Property
(Scheduled Discipline as it relates to Preventable Accidents)
Members shall use care in handling City, Departmental or outside agency property and shall report immediately any that is lost, damaged, or in bad order.

RR-900 VEHICLE OPERATION

RR-902 Department Vehicle Operation
Officers shall not allow any non-member of the Classified Service to operate any vehicle of this Department without permission of their commanding officer.

RR-1000 CIVIL CASES

RR-1001 Testifying in Civil Cases
Officers shall not testify in civil cases unless legally summoned.

RR-1002 Service of Civil Process
Officers shall not serve civil process except those initiated by the City or as required by the Colorado Revised Statutes and specifically authorized by Departmental procedure.
RR-1003 Initiation of Civil Cases
Officers shall not initiate civil action arising out of their official duties without first notifying the Chief of Police.

RR-1004 Testifying for Defendant
Any member subpoenaed to testify for the defense in any trial or against the City of Denver or interest of the Department in any hearing or trial shall forthwith notify his/her commanding officer, district or city attorney, and Civil Liability, as necessary.

RR-1100 LEAVE, SICKNESS AND INJURY

RR-1101 Reporting Absence Prior to Roll Call
Officers shall report for duty at the time and place specified and in the attire and with the equipment specified by Departmental orders or a supervisory officer, unless absence is authorized by their supervisory officer.

RR-1102 Reporting for Duty
Unless otherwise excused, officers shall report for duty when scheduled or, when off duty, immediately upon receipt of order to do so.

RR-1103 Constructive Resignation
Failure to report for duty within five (5) days following the expiration of a leave of absence without just cause or being absent without leave for a period of five (5) days without just cause shall be construed as a constructive resignation as provided in the Civil Service Rules.

RR-1104 Location When Ill
Officers who are absent from duty and using sick leave time shall be required to keep their commanders informed of their locations and be available by phone or in person at those locations.

RR-1105 Reporting During Illness or Injury
Officers shall not fail, while off duty due to illness or injury except while hospitalized, to contact their unit commander at three-day intervals to report condition and progress of recovery, unless the reporting is excused by their commanding officer.

RR-1106 Feigning Illness or Injury
Officers shall not feign illness or injury in an effort to avoid duty.

RR-1107 Physical or Mental Examination
Officers who have been ordered to submit to physical or mental examination shall do so in accordance with the directions of the Chief of Police.

RR-1108 Release of Medical Information
All officers shall authorize their attending physician to release to their unit commander and the Chief of Police information regarding their condition and ability to perform certain duties.

RR-1109 Deleted 10/2008

RR-1200 P.O.S.T. Certification of Officers

RR-1201 P.O.S.T. Certification Required
All officers of the Denver Police Department shall hold current certification by the Colorado Peace Officers Standards and Training Board. See C.R.S. §24-31-303 and §24-31-305. No officer shall commit an act that is defined by the P.O.S.T. Board as an offense that would disqualify the officer from maintaining his/her P.O.S.T. certification.
PART B
Police Department
Training Bulletins
(Two Sections Only)
Robert C. White, Chief of Police

Date of issue: November 6, 2012, Revised March 1, 2016
Source: Denver Police Department Limited Duty Section

LINE OF DUTY INJURIES

Effective March 1, 2016 the following policy shall be followed for all line of duty injuries involving personnel from the Denver Police Department.

All Classified Service and CSA employees of the Denver Police Department who are injured in the course and scope of employment are required to report the injury by calling the City and County of Denver’s Ouchline 303-436-6824.

Non-Urgent Injuries (those not needing immediate medical attention),

If an officer believes they have sustained a line of duty injury the officer shall immediately report the injury to their supervisor and shall call the Ouchline at 303-436-6824 before responding to a medical facility. This is a 24 hour a day, 7 day a week telephone line designated for taking the officer’s report of injury and allows a Nurse to review the officer’s physical problem and make treatment recommendations. Medical recommendations from the Ouchline Nurse may vary from self/home care to consultation with the Center for Occupational Safety and Health at Denver Health or at a Concentra Clinic. It may involve a recommendation for urgent or emergency care when appropriate, based on the medical situation involved.

Urgent Injuries (those needing immediate medical attention),

1. In cases where obvious emergency medical attention is required, request for emergency medical personnel shall be made. An initial call to the Ouchline is not immediately required.

2. When paramedic/ambulance personnel respond to the scene, they shall evaluate the nature and extent of injuries. They may direct the injured officer to be taken to the nearest adequate medical facility. Paramedic/ambulance personnel may be advised that the “divert status” of Denver Health Medical Center operating rooms is in effect. If necessary, the injured officer will then be transported to a participating alternate hospital.

3. A supervisor or command officer may determine the need for medical attention is so critical and the proximity to a physician or adequate medical facility is close enough that waiting for a Denver Health Medical Center ambulance is not practical. A police car may be used to transport the injured officer for medical assistance without delay.

4. As soon as an officer seeking emergency care is physically able to do so, the officer should report the injury to the Ouchline @ 303-436-6824. If such a call will not be able to be completed by the officer in the 24 hours after the injury, a supervisor or command officer shall call the Ouchline and report the claim on behalf of the officer who is unable to do so.

5. If the officer is advised by an attending physician to remain home for line of duty injury, a doctor’s note is required to correctly indentify missed workdays as worker’s compensation time.

In the event of a line of duty injury, required paperwork is to be completed by the appropriate parties. The Ouchline report called in by an officer (or supervisor) serves as a report of injury for the City’s Risk Management Department, the Denver Police Department’s Limited Duty Section, and any medical provider. Please refer to the Denver Police Operation Manual, section 505.10 (2) for other required paperwork.

If an officer experiences a non-work related illness that requires medical attention while on duty, the officer will be excused from duty and should proceed to his/her personal care provider for medical attention. In such an instance, no Workers’ Compensation documentation should be completed and the Ouchline should not be called. If it is determined that the officer may not be able to drive themselves to a medical facility, the supervisor may arrange transportation. If the non-work-related illness is potentially life threatening or results in loss of consciousness, emergency medical personnel shall be immediately summoned for the officer.
In the case of a non-work related illness or injury which results in a loss of time or reassignment to limited or modified duties, the incident should be documented on a DPD-200 and forwarded to the Limited Duty Section through the officer’s chain of command. Since non-work related illnesses and injuries are not covered under Workers’ Compensation, an officer will be responsible for any medical bills arising out of any care related to any non-work-related illness. The City’s Risk Management department will investigate and make a determination regarding work relatedness or eligibility for Worker’s Compensation benefits on any claim/incident reported to them as potentially work-related.

If there are any questions or concerns with the handling of injuries or illnesses, please contact Sgt. Robert Parsons or Sgt. Jaime Lucero at the Limited Duty office at 720-913-6710.
NON-INJURY POLICE CAR ACCIDENT INVESTIGATION

Purpose:

The following procedure is designed to return Patrol and Investigative resources back to service in a timely manner and reduce the amount of time necessary to investigate, document, and report accidents involving Denver Police Department vehicles and personnel.

Background:

Currently, the Traffic Investigations Unit is required to respond to all DPD motor vehicle accidents, regardless of damage or injury, except for accidents involving fixed objects. Per Executive Order 3, employees are required to notify their immediate supervisor who is then required to respond to the accident location and to request an additional officer to the scene to investigate and report the accident. The immediate supervisor is responsible for ensuring the accident is reported, reporting any employee injury, and determining if Executive Order 94 – Post-Accident Alcohol/Drug Testing applies.

New Procedure:

Investigators from the Traffic Investigations Unit will no longer respond to minor damage accidents involving DPD vehicles or personnel. TIU shall be notified and respond to DPD involved accidents when any person involved in the accident:

- Dies as a result of the collision
- Suffers serious bodily injury as a result of the collision
- Is transported from the scene via ambulance to a hospital for any degree of injury as a result of the collision

Or:

- If the police unit was running Code-10
- At the request of a supervisor

TIU is not required to respond if there is a mere complaint of injury.

Supervisory Responsibility:

The involved employee’s immediate supervisor shall:

1) Respond to the scene as required by Executive Order 3

2) Determine if Executive Order 94 applies and, if so, ensure the employee is tested
   a) EO-94 Applies
      (1) If the collision may have been the employee’s fault and
         (a) Disabling damage to any vehicle
         (b) Injury to any person
      (2) Or the supervisor has probable cause to believe the employee is under the influence

3) Ensure the Police Vehicle Accident Data sheet in RMS is completed (See example below)
   (1) A supervisor may delegate this to the reporting officer as long as they provide the officer with the following information:
(a) The supervisor will provide a brief narrative of their opinion of how the accident occurred
(b) The supervisor’s name and badge number will be entered into report
(c) The supervisor will determine if EO-94 applies and indicate this on the data sheet
(d) The supervisor will ensure the involved DPD Unit number is entered on the data sheet
(e) The supervisor will determine and indicate on the form if any safety violations were present
   (i) No seatbelt worn when it was appropriate
   (ii) No prescription eyewear worn when required
   (iii) No traffic safety vest worn when required
   (iv) Etc.
(f) The supervisor will indicate on the form any corrective actions for safety violations
   (i) Training
   (ii) Counseling
   (iii) Other (explain)
(g) If no safety violations, indicate “N/A” for both violations and corrective actions
   (Note: Safety violations are not driving violations. Listing a safety violation is not disciplinary in nature and corrective actions are designed to increase employee safety in the future.)

4) Ensure the involved employee, other involved driver, and any witnesses complete statements
   (1) The employee’s statement should answer the following questions:
       (a) Where you responding to a call (what call) or on routine patrol?
       (b) How fast were you driving?
       (c) What Unit number were you driving?
       (d) Did you take any evasive/defensive actions prior to collision?
       (e) Were you driving Code-10? Lights? Siren? Both?

5) Document the accident with photographs (including damage to both vehicles)(See examples below)
   (1) Supervisor may take photos with I-Phone
       (a) Take 4 to 8 photos as needed
       (b) Photograph the overall scene (1 to 2 photos)
       (c) Photograph overall of vehicles involved
       (d) Photograph close-up of damage to vehicles (especially the DPD vehicle damage)
   (2) Photos can be immediately emailed to the TIU mailbox (DPD Traffic Investigations Unit)
       (a) Select all photos to email
       (b) Type in subject line “P/C Accident” with the GO number so TIU can attach it to the case file

6) Direct other involved parties not at-fault to file a claim with the City
   (1) Other involved parties seeking to file a claim with City and County of Denver shall be provided with:
       (a) The following website to obtain instructions about filing a claim:
           https://www.denvergov.org/content/denvergov/en/city-attorneys-office/file-a-claim.html
       (b) Or, given a copy of the letter that explains the process (see attached)

7) Contact the Ouch Line in the event of employee injury
   (1) If the involved employee is injured
       (a) Supervisor must complete the Supervisor’s Report of Accident or Incident
       (b) Supervisor must contact the Ouch Line

8) Call on-duty or on-call TIU personnel when any airbag deploys in a DPD vehicle
   (1) If any airbag inside of a DPD vehicle deploys as a result of a collision
       (a) Supervisor must call on-duty or on-call TIU personnel
       (b) TIU personnel will coordinate with supervisor for the storage and handling of the vehicle
       (c) TIU personnel are required to download the Crash Data from the airbag module

Out of County Accidents: For minor damage out of county accidents involving DPD vehicles or on-duty DPD personnel, the involved employee will notify their immediate supervisor and an on-duty or on-call TIU investigator. TIU will assist the involved employee and the employee’s supervisor to ensure all required information is collected. TIU will coordinate with the outside jurisdiction to obtain copies of their accident investigation reports.
Example Photographs:
**Example Police Vehicle Accident Data Sheet in RMS:**

<table>
<thead>
<tr>
<th>Template: POLICE VEHICLE ACCIDENT DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer Involved in Accident <strong>Officer J. Doe</strong> Ser. No.98231</td>
</tr>
<tr>
<td>Assignment 981B</td>
</tr>
<tr>
<td>Location of Accident <strong>Speer Blvd &amp; Colfax Ave</strong></td>
</tr>
<tr>
<td>Precinct 123</td>
</tr>
<tr>
<td>Date 10/10/16  Time 0010  Damage Over $1000  Parked Unattended</td>
</tr>
<tr>
<td>Type of Accident Auto / Auto</td>
</tr>
<tr>
<td>Describe Damage to Police Vehicle <strong>Dent in driver's side front end</strong></td>
</tr>
<tr>
<td>DPD Unit No. <strong>T6099</strong> Marked X  Unmarked  Leased</td>
</tr>
<tr>
<td>Type of Call Routine Patrol / No call</td>
</tr>
<tr>
<td># of Officer Injuries  # of Officer Fatalities  Transformed</td>
</tr>
<tr>
<td>Emergency Equipment in Operation <strong>None</strong></td>
</tr>
<tr>
<td>Location When Activated N/A</td>
</tr>
</tbody>
</table>

**Evasive Action(s) Taken By Officer:**
- Officer attempted to brake and steer to avoid rear end collision

**Identify Relevant Defects of DPD Unit:**
- None

**Other Vehicle(s) Involved X**
- # of Other Vehicle Towed

**# of Other Injuries 1**
- # of Other Fatalities  Transformed

**Describe Your Opinion of Accident Cause:**
- Officer looking at MDT, did not notice traffic stopping ahead and collided with vehicle stopped in traffic. Officer was attempting to clear license plate of vehicle when it came to a stop.

**Criteria Met for X094** **Yes**

**If there was a safety violation explain below:**
- N/A

**What could be done to prevent this in the future?**
- N/A

**Onscene Supervisor Name** **Sgt. Buck Savage** Ser. No.90999

---

206
PROCEDURE FOR FILING A NOTICE OF CLAIM AGAINST THE CITY AND COUNTY OF DENVER

(For any party who may want to make a claim for any accident or incident involving the City and County of Denver)

1. Write and file a Notice of Claim (letter) that complies with the provisions of the Colorado Governmental Immunity Act notice requirements found in C.R.S. §24-10-109.

2. Mail or deliver your Notice of Claim to:

   Mayor Michael B. Hancock
   1437 Bannock Street, Room 350
   Denver, CO 80202

3. The Mayor’s Office will forward your Notice of Claim to the Denver City Attorney’s Office. You will receive a letter, which will provide the Mayor’s Referral number and a contact phone number.

4. If you have any questions you may call 720.913.3296. Please be advised that City employees cannot provide legal advice or assist you in filing your claim.

24-10-109. Notice required - contents - to whom given - limitations

(1) Any person claiming to have suffered an injury by a public entity or by an employee thereof while in the course of such employment, whether or not by a willful and wanton act or omission, shall file a written notice as provided in this section within one hundred eighty days after the date of the discovery of the injury, regardless of whether the person then knew all of the elements of a claim or of a cause of action for such injury. Compliance with the provisions of this section shall be a jurisdictional prerequisite to any action brought under the provisions of this article, and failure of compliance shall forever bar any such action.

(2) The notice shall contain the following:

(a) The name and address of the claimant and the name and address of his attorney, if any;

(b) A concise statement of the factual basis of the claim, including the date, time, place, and circumstances of the act, omission, or event complained of;

(c) The name and address of any public employee involved, if known;

(d) A concise statement of the nature and the extent of the injury claimed to have been suffered;

(e) A statement of the amount of monetary damages that is being requested.
If the claim is against the state or an employee thereof, the notice shall be filed with the attorney general. If the claim is against any other public entity or an employee thereof, the notice shall be filed with the governing body of the public entity or the attorney representing the public entity. Such notice shall be effective upon mailing by registered mail or upon personal service.

When the claim is one for death by wrongful act or omission, the notice may be presented by the personal representative, surviving spouse, or next of kin of the deceased.

Any action brought pursuant to this article shall be commenced within the time period provided for that type of action in articles 80 and 81 of title 13, C.R.S., relating to limitation of actions, or it shall be forever barred; except that, if compliance with the provisions of subsection (6) of this section would otherwise result in the barring of an action, such time period shall be extended by the time period required for compliance with the provisions of subsection (6) of this section.

No action brought pursuant to this article shall be commenced until after the claimant who has filed timely notice pursuant to subsection (1) of this section has received notice from the public entity that the public entity has denied the claim or until after ninety days has passed following the filing of the notice of claim required by this section, whichever occurs first.

PART C
Collective Bargaining Agreement
Between City and County of Denver and Denver Police Protective Association
2015-2017
COLLECTIVE BARGAINING AGREEMENT

BETWEEN

CITY AND COUNTY OF DENVER

AND

DENVER POLICE PROTECTIVE ASSOCIATION

2015 – 2017
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Article Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREAMBLE</td>
<td>1</td>
</tr>
<tr>
<td>ARTICLE 1 RECOGNITION</td>
<td>2</td>
</tr>
<tr>
<td>ARTICLE 2 DEFINITIONS</td>
<td>3</td>
</tr>
<tr>
<td>ARTICLE 3 [RESERVED]</td>
<td></td>
</tr>
<tr>
<td>ARTICLE 4 ASSOCIATION RIGHTS</td>
<td>5</td>
</tr>
<tr>
<td>ARTICLE 5 CHECK OFF AND FAIR SHARE</td>
<td>7</td>
</tr>
<tr>
<td>ARTICLE 6 [RESERVED]</td>
<td></td>
</tr>
<tr>
<td>ARTICLE 7 LABOR MANAGEMENT COMMITTEE</td>
<td>9</td>
</tr>
<tr>
<td>ARTICLE 8 SENIORITY</td>
<td>10</td>
</tr>
<tr>
<td>ARTICLE 9 VACATIONS</td>
<td>11</td>
</tr>
<tr>
<td>ARTICLE 10 SICK LEAVE</td>
<td>14</td>
</tr>
<tr>
<td>ARTICLE 11 HOLIDAYS</td>
<td>15</td>
</tr>
<tr>
<td>ARTICLE 12 BEREAVEMENT LEAVE</td>
<td>16</td>
</tr>
<tr>
<td>ARTICLE 13 MILITARY SERVICE LEAVE</td>
<td>17</td>
</tr>
<tr>
<td>ARTICLE 14 LEAVE OF ABSENCE</td>
<td>18</td>
</tr>
<tr>
<td>ARTICLE 15 NUMBER OF HOURS IN WORK PERIOD/DAYS OFF</td>
<td>19</td>
</tr>
<tr>
<td>ARTICLE 16 OVERTIME</td>
<td>20</td>
</tr>
<tr>
<td>ARTICLE 17 CALL BACK</td>
<td>22</td>
</tr>
<tr>
<td>ARTICLE 18 COURT TIME/JURY DUTY</td>
<td>23</td>
</tr>
<tr>
<td>ARTICLE 19 CHANGE OF SHIFT AND CANCELLATION OF DAYS OFF</td>
<td>24</td>
</tr>
<tr>
<td>ARTICLE 20 EQUIPMENT ALLOWANCE</td>
<td>25</td>
</tr>
<tr>
<td>ARTICLE 21 WORK ASSIGNMENT IN HIGHER RANK</td>
<td>26</td>
</tr>
<tr>
<td>ARTICLE</td>
<td>CONTENT</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>22</td>
<td>INJURY IN LINE OF DUTY</td>
</tr>
<tr>
<td>23</td>
<td>FUNERAL EXPENSES</td>
</tr>
<tr>
<td>24</td>
<td>LIFE INSURANCE</td>
</tr>
<tr>
<td>25</td>
<td>HEALTH AND DENTAL INSURANCE</td>
</tr>
<tr>
<td>26</td>
<td>DEATH AND DISABILITY CONTRIBUTION</td>
</tr>
<tr>
<td>27</td>
<td>PAY RATES AND LONGEVITY</td>
</tr>
<tr>
<td>28</td>
<td>PAY PERIODS</td>
</tr>
<tr>
<td>29</td>
<td>RETIREE HEALTH</td>
</tr>
<tr>
<td>30</td>
<td>GRIEVANCE AND ARBITRATION PROCEDURE</td>
</tr>
<tr>
<td>31</td>
<td>SAVINGS CLAUSE</td>
</tr>
<tr>
<td>32</td>
<td>GENERAL AND DURATION</td>
</tr>
<tr>
<td>33</td>
<td>PAYMENT ON SEPARATION</td>
</tr>
</tbody>
</table>
PREAMBLE

This Contract entered into on this _____ day of ____________, 2014 between the CITY AND COUNTY OF DENVER (hereinafter referred to as "City"), and the DENVER POLICE PROTECTIVE ASSOCIATION (hereinafter referred to as "the Association"), has as its purpose the establishment of a productive relationship between the City and the Association, and to set compensation and certain other conditions of employment as specified in § 9.8.3(B) and (D) of the Charter.
Article 1  RECOGNITION

The City recognizes the Association as the sole and exclusive bargaining agent chosen by the members of the bargaining unit for purposes of negotiating subjects specified in § 9.8.3(B) and (D) of the Charter.
Article 2

DEFINITIONS

2.1 “City” means the City and County of Denver, Colorado.

2.2 “Association” means the Denver Police Protective Association.


2.4 “Officer” means a member of the bargaining unit as defined below.

2.5 “Chief” means the Chief of Police of the City and County of Denver.

2.6 “Commission” means the Civil Service Commission of the City and County of Denver.

2.7 “Department” means the Police Department of the City and County of Denver.

2.8 “Rank” is defined by § 9.6.6 of the Charter.

2.9 “Bargaining Unit” means all officers in positions of the classified service of the Police Department of the City, except the Chief of Police, Deputy Chiefs, Division Chiefs and Commanders.

2.10 “Charter” means the Charter of the City and County of Denver.

2.11 “Executive Board” or “Board of Directors” means those seven members of the Association who are elected to serve as officers, directors or members of the Executive Board of the Denver Police Protective Association by the Association’s membership.

2.12 “Base Pay” is the sum total of an officer’s annual salary plus longevity as calculated in accordance with this Agreement. “Base Rate of Pay” is base pay divided by two thousand eighty (2,080) hours.

2.13 “Regular Rate of Pay” is the sum total of an officer’s base pay, as defined in 2.12 above, plus any other regularly recurring remunerations the officer may be receiving under Article 27 of this Agreement, divided by two thousand eighty (2,080) hours.

2.14 “Hourly Rate” is the annual salary for a given rank, divided by two thousand eighty (2,080) hours.

2.15 “Accrued Time” is the sum total of an officer’s vacation time, saved vacation time, saved holiday time, compensatory time and/or birthday leave time under this Agreement.

Reference to the male gender throughout this Agreement shall include references to the female
gender and vice versa.
Article 3 [RESERVED]
Article 4

ASSOCIATION RIGHTS

4.1 When the Chief or his designee has granted prior approval, Association officials or representatives shall be allowed time away from their assigned duty station in order to conduct Association business. Nothing herein shall limit the discretion of the Chief or his designee in approving such time off.

4.2 Bulletin Boards

The Association may maintain one (1) secure bulletin board at each of the decentralized stations and other police facilities and two (2) secure bulletin boards at the Police Administration Building. The Chief or his designee will approve the location of such bulletin boards. All notices posted on these bulletin boards must first be approved by the Chief or a Deputy Chief before being posted. These boards may be used for the following notices:

4.2.1 Recreation and Social Affairs of the Association.

4.2.2 Association Meetings.

4.2.3 Association Elections.

4.2.4 Reports of Association Committees.

4.2.5 Information to police officers concerning their employment.

There shall be no postings regarding any political candidate or candidates, nor postings concerning any issues being considered as part of a federal, state or municipal election.

The bulletin boards will be paid for by the Association who shall also be responsible for their maintenance and security.

Subject to prior approval by the Chief or a Deputy Chief, not more than twice a month, or as the Chief may additionally allow, notices concerning matters related to scheduled meetings or affairs of the association or incidental to this Agreement may be sent to Association members via the Department’s e-mail system in accordance with procedures determined by the Department. Notwithstanding the above, the Association’s newsletter will not be distributed to Association members via the Department’s e-mail system.

4.3 Members of the Association’s Executive Board may, at the discretion of the Chief or his/her designee, be permitted to speak at shift roll call meetings about Association business, and shall be permitted to address each Department recruit class for a period not to exceed two (2) hours
4.4 concerning Association membership and benefits.
In response to requests for information, the parties will provide
information deemed reasonably necessary for purposes of preparing for
negotiations and/or impasse or grievance arbitrations. Responses to
requests for information shall be made within a reasonable period of time.
Denial of any request for information or the response to any request for
information shall not be subject to the grievance or arbitration procedures,
but may be admissible in any subsequent impasse or grievance arbitration.
Article 5

CHECK OFF AND FAIR SHARE

5.1 Within thirty (30) days after the effective date of the commencement of this agreement or within thirty (30) days after being hired into the bargaining unit, and continuing thereafter on the last day of each calendar month, and as a condition of employment, any officer who is not an active member of the Association shall tender to the Association the officer’s fair share of the cost of negotiating and administering this Agreement, including all costs germane to collective bargaining and/or to the collective bargaining process.

5.2 Any officer who is a member of and adheres to established and traditional tenets or teachings of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting labor organizations shall not be required to financially support the Association as a condition of employment; except that as a condition of employment, such officer shall be required to pay, in lieu of fair share payment, sums equal to such fair share payment to one of the following nonreligious nonlabor organizations all of which are exempt from taxation under 26 U.S.C. § 501(c)(3): the Denver Police Officers Foundation, the Denver Police Protective Association Relief Fund, the AMC Cancer Research Center or the American Diabetes Association.

5.3 The City agrees to deduct the Association membership dues, assessments and fair share payments from the pay of such officers who individually request in writing that such deductions shall be made on a form agreeable to the City. The Association shall certify to the City the amount to be deducted. The written authorization for Association dues deduction and assessments or fair share payments shall remain in full force and effect until revoked in writing by the officer.

5.4 The payment to the Association will normally be made by the first day of the month after such deductions are made. If the City makes a good faith effort to meet this time frame, the Association agrees that it will not make any claim for damages, interest or other monetary compensation for the time the payment is not received. The Association agrees that it will indemnify and save the City harmless from all suits, actions, and claims against the City or persons acting on behalf of the City whether for damages, compensation or any combination thereof, arising out of the City’s compliance with the terms of this Article. The Association shall reimburse the City for any and all reasonable costs and reasonable attorneys fees arising out of the defense of any such action against the City. The City agrees to cooperate with the Association and its counsel concerning any such litigation.

5.5 The department will provide to the Association strength reports, assignment rosters, drop reports, and separation information on a monthly basis.
Article 6  [RESERVED]
Article 7

LABOR MANAGEMENT COMMITTEE

7.1 The City and the Association agree to set up a Labor Management Committee which shall consist of three (3) representatives appointed by the Association President and three (3) representatives appointed by the Chief. If an issue is brought to either the City or the Association by another organization of police officers, a representative of that organization shall have the right to attend the meeting at which that issue is discussed.

7.2 The committee shall discuss matters of concern to either the Association or the Department which are not addressed in this Agreement and/or the procedures to be followed with respect to matters which are addressed in the Agreement, including matters and equipment relating to officer safety. Statements by committee members made during Labor Management meetings shall not be used as evidence or admissions in any proceeding between the parties. Issues presented to the committee shall be resolved within fifteen (15) days of the meeting at which the issue was discussed, or as mutually agreed by the parties. If the issue is not resolved within fifteen (15) days or at the time mutually agreed by the parties, or if the Association is not satisfied with the resolution, the issue may be raised with the Chief in a meeting to be scheduled as soon as practicable. Following such meeting, the issue will be resolved by the Chief, or in the Chief’s absence, the Acting Chief, within twenty (20) days. Resolution may include notification of the need for further research and deliberation as necessary.

7.3 Unless otherwise agreed upon, the Labor Management Committee shall meet on a monthly basis at a time and place mutually agreed upon between the Chief’s designee and the Association President. Either party may request additional meetings as needed, and such meetings will occur at a time and place mutually agreed upon by the Chief’s designee and the Association President.

7.4 The Committee’s discussion of an issue does not affect whether that issue is or is not a mandatory or permissive subject of bargaining.

7.5 The Chief shall arrange for Committee officers who are on duty to be released to attend such meetings. Committee officers who are off duty shall be compensated at their regular rate of pay for the amount of time actually spent at the meeting.
Article 8  SENIORITY

Seniority shall be defined as the length of service in the Department within the officer’s civil service rank following the officer’s most recent appointment to that rank. When two (2) or more officers in the same rank were appointed on the same day, seniority shall be determined by their position on the certified promotional list for that rank. Time spent on authorized paid leave or military leaves of absence shall be included in length of service. If an officer who has been promoted reverts to a rank formerly held, the officer’s seniority shall be the sum of the seniority earned in the promotional rank and in the rank to which the officer reverts.


Article 9

VACATIONS

9.1 Officers hired on or after January 1, 1996 shall accrue vacation as follows:

<table>
<thead>
<tr>
<th>Length of Employment</th>
<th>Annual Leave Hours Accrued Each Year of Regular Time Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st through 4th year</td>
<td>112 hours</td>
</tr>
<tr>
<td>5th through 9th year</td>
<td>136 hours</td>
</tr>
<tr>
<td>10th through 14th year</td>
<td>144 hours</td>
</tr>
<tr>
<td>15th through 19th year</td>
<td>168 hours</td>
</tr>
<tr>
<td>20th through 24th year</td>
<td>184 hours</td>
</tr>
<tr>
<td>25th year and thereafter</td>
<td>200 hours</td>
</tr>
</tbody>
</table>

Officers hired prior to January 1, 1996 shall continue to receive their vacation entitlement pursuant to the schedule in effect in 1995, except that effective on January 1, 1996, officers with 20 or more years of service accrue 23 days; effective January 1, 1997, officers with 25 or more years of service accrue 24 days; effective January 1, 1998, officers with 25 or more years of service accrue 25 days.

9.2 Vacation shall be accrued for each month of service, prorated on the above schedule.

9.3 Subject to the limitations of 9.3.1, vacation time must be used in the calendar year in which it is received except that an officer may carry over up to 144 hours of vacation time to be used subsequent to the time of accrual. Officers may, solely at the Chief’s discretion, use their excess accrued vacation in increments of eight (8), ten (10) or twelve (12) hours dependent upon the officer’s regularly scheduled duty shift.

9.3.1 Officers shall not be entitled to use accrued vacation time during the calendar year of their year of hire.

9.4 Upon the separation of an officer from service for any reason other than for cause, the officer shall be entitled to a lump sum payment for all accrued and unused vacation time calculated at his or her base rate of pay pursuant to Article 33. Upon the death of an officer, such lump sum payment shall be paid to the officer’s estate. Payment due under this article shall be made within sixty (60) days of the date of the officer’s separation from the department or within sixty (60) days from the officer’s death or the appointment of a personal representative on behalf of the officer’s estate.

9.5 Vacation voting for the upcoming year shall take place during the last quarter of the preceding year.
9.6 Vacation shall be voted based on seniority in accordance with this article. Vacation shall be voted by work period or half work period. Officers who vote to split their vacation are entitled to take the first fourteen (14) days or the last fourteen (14) days of the work period subject to the availability of accrued time. If the vacation is split, both the first half and second half will be voted by seniority provided that the split vacation voting does not increase leaves which have been allotted through proportional scheduling. Officers shall be required to pre-select either a full vacation or a split vacation. Officers may, however, split their accrued vacation time only if the aggregate of their accrued or saved vacation time is eighty (80) hours or more. When vacation time is split, during any two (2) week vacation period officers working ten (10) hours shifts shall use five (5) regular days off and officers working eight (8) hours shifts shall use three (3) regular days off, whenever possible, in addition to the split vacation time. Any additional accrued time available to the officer may be used to extend the officer's period of vacation subject to the needs of the department and the Chief's discretion.

9.7 Officers voting full period vacations who are entitled to in excess of twenty-eight (28) days, including vacation days and regular days off, shall be granted the days preceding or following the twenty-eight (28) day period at the discretion of the commander.

9.8 Transfers after vacation voting:

a. When the transfer is requested by the officer, all rights to the original vacation voting are relinquished. Vacation time will be granted strictly at the convenience of the Commander of the Bureau/District to which the officer is assigned until the next vacation voting period.

b. When the transfer has not been requested by the officer, insofar as it is possible without affecting the efficient operations of the unit, the unit commander will attempt to honor the original vote.

9.9 In the event a vacation or accumulated sick leave time slot becomes available, the commanding officer shall post notice of such available time for a period of fifteen (15) days, provided a fifteen-day period exists prior to the available time slot. If less than fifteen (15) days is available, the commanding officer shall post notice of such available time as soon as practicable following the date of availability until commencement. Such available time shall be awarded to officers on a priority based on seniority subject to procedures to be established by the Department.

9.10 Except in an emergency under procedures determined by the Chief, no part of vacation time voted in a full work period or half work period will be cancelled, nor shall an officer be called back during his/her use of such voted vacation time.
The use of vacation time shall be voted by seniority as follows:

9.11.1 Throughout the department, voting in each Bureau/District shall be according to seniority in rank. Rank includes the following positions: Captain, Lieutenant, Sergeant, and Police Officer. The appointed positions of detective, corporal and technician are not civil service ranks. Division Chiefs may permit voting within individual units subject to the approval of the Deputy Chief of the affected area of Operations or Administration. In the absence of a Division Chief, the Deputy Chief of the affected area of Operations or Administration may permit voting within individual units. The Chief of Police may establish exceptions to this rule as he deems necessary for the efficient operation of the department.
Article 10  SICK LEAVE

10.1 Each officer shall be allowed one hundred forty-four (144) hours of sick leave per year with full compensation at the officer’s base rate of pay. The unused portion of such sick leave may be accumulated until the officer shall have a reserve of seven hundred twenty (720) hours of sick leave. At any time the accumulated reserve of sick leave shall exceed seven hundred twenty (720) hours, payment for the time in excess of seven hundred twenty (720) hours shall be made to the officer at the officer’s base rate of pay, provided the Chief approves such payment; and if such payment is not so approved, the time in excess of seven hundred twenty hours shall be added to the officer’s annual vacation. The maximum amount of accumulated sick leave to be compensated in any one year is one hundred forty-four (144) hours in excess of a seven hundred twenty (720) hour bank.

10.2 At the termination of an officer’s term of service with the department, for any reason, the officer shall pursuant to Article 33 receive compensation in full at the officer’s base rate of pay for all accumulated sick leave due the officer at the termination of service. Upon the death of an officer, the cash benefits attributable to the officer’s accumulated sick leave shall be paid to the officer’s surviving spouse or, if there be no surviving spouse, then the officer’s surviving child or children or, if there be no surviving child or children, then to the officer’s estate.

10.3 Sick leave may be used when an officer is incapacitated by sickness or injury; for medical, dental and optical examinations or treatment; and for the necessary care and attendance during sickness of a member of the officer’s immediate family. For purposes of this Article 10.3, “immediate family” includes the officer’s spouse, son, daughter, mother, father, grandparents, grandchildren, brother, sister, in-laws, or domestic partner as defined by the City.

10.4 Officers shall be provided Family and Medical Leave Act ("FMLA") leave consistent with the FMLA and its corresponding regulations. Officers shall use accrued paid leave in conjunction with any leave granted under the FMLA.

10.5 An officer may donate sick leave to the sick leave bank of another member of the bargaining unit. Any sick leave donated to another officer’s sick leave bank shall be converted to the hourly rate of the donee.
HOLIDAYS

11.1 The following are recognized and observed as holidays:

- New Year’s Day
- Dr. Martin Luther King Day
- Presidents Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Veterans Day
- Christmas Day
- Officer’s Birthday (to be taken off in accordance with procedures issued by the Chief)

11.2 In addition to his base pay, an officer shall be paid one and one-half times his base rate of pay for any time actually worked on a holiday.

11.3 If the day on which a holiday is observed falls on an officer’s scheduled day off, the officer shall receive, in addition to the officer’s base pay, pay for the holiday at the officer’s base rate of pay.

11.4 At the discretion of the Chief and subject to the needs of the department, an officer may request eight (8) hours of time off in lieu of receiving pay for the recognized holiday under 11.2 or 11.3 and may save up to four (4) such holidays for a maximum of thirty-two (32) hours of holiday time which can be voted at the time of the vacation leave vote. Such requests for time off and voting for such holiday time block will be dealt with in accordance with procedures to be developed by the department, after consultation with the Association through the Labor Management Committee. When an officer requests and is granted eight (8) hours of time off in lieu of a specific holiday, he has no entitlement to either the premium pay under 11.2 for work on the holiday or payment under 11.3 if the holiday as observed falls on the officer’s scheduled day off.
Article 12 BEREAVEMENT LEAVE

Upon proper notification to his commanding officer, an officer shall be granted forty (40) hours of paid leave of absence in the event of the death of the officer’s husband, wife, mother, father, mother-in-law, father-in-law, stepfather, stepmother, child, stepchild, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, domestic partner as defined by the City, or other person within the officer’s immediate household. On the occasion of the death of any other relative, including a relative by marriage, an officer shall be granted a one (1) day paid leave of absence. Bereavement leave pursuant to this Article may be taken in conjunction with the officer’s regularly scheduled days off and/or previously scheduled leave time. Bereavement leave is to be taken in connection with matters related to the death.
Article 13  

MILITARY SERVICE LEAVE

13.1  
Officers who are absent from work for military service in one of the uniformed services and who are otherwise eligible under the Uniformed Services Employment and Reemployment Rights Act ("USERRA") shall be granted leaves of absence for such military service.

13.1.1  
Officers shall give the Department advance written or verbal notice of an absence due to military service.

13.1.2  
Officers shall be eligible for up to fifteen (15) days, not to exceed one hundred twenty (120) hours, of paid military leave each calendar year.

13.1.3  
Any officer who remains in military service beyond the time for which paid military leave is allowed shall be placed on military leave without pay. However, an officer may elect to use any accrued vacation leave or compensatory time, in lieu of unpaid leave, for all or any portion of the officer’s absence due to military service.

13.2  
Officers absent on military leave for less than thirty-one (31) days are entitled to continued health and dental insurance coverage as provided by this Agreement. Officers who serve more than thirty (30) days in the military may elect continued health and dental insurance coverage for themselves and their dependents, at their own expense.

13.3  
While on paid military leave, an officer’s seniority and eligibility for pay increases and vacation and sick leave accrual shall not be affected. While on any unpaid military leave, an officer’s seniority will not be affected.

13.4  
During the term of this Agreement, officers shall receive military pay or benefits currently provided by D.R.M.C § 18-164 or, subsequent to the expiration of said ordinance, in accordance with and at the level provided to any Civil Service or Career Service employee in any ordinance subsequently enacted in lieu or, to replace, or to supplement D.R.M.C § 18-164. In the event D.R.M.C § 18-164 expires and is not subsequently re-enacted, the level of benefits therein contained shall continue during the term of this Agreement.
Article 14  

LEAVE OF ABSENCE

A leave of absence without pay of up to one (1) year may be granted by the Chief or his designee to an officer who has completed at least five (5) years of continuous service. Leave shall not be unreasonably denied. If the leave is denied, the reason for denial shall be provided to the officer in writing.
Article 15

NUMBER OF HOURS IN WORK PERIOD/DAYS OFF

15.1 During each twenty-eight (28) day work period, the normal work cycle shall be one hundred sixty (160) hours, inclusive of authorized leave time. During each twenty-eight (28) day work period, each officer shall receive eight (8) days off, or the equivalent, depending on the officer's regularly scheduled duty shift.

15.2 In the event that the department adopts a fourteenth (14th) period during any calendar year, each officer shall receive an additional two (2) days off, or the equivalent, depending on the officer's regularly scheduled duty shift.
Article 16

OVERTIME

16.1 Pursuant to § 7(k) of the Fair Labor Standards Act (29 U.S.C. § 207(k)), a work period for officers of twenty-eight (28) days is established.

16.2 The overtime rate of pay shall be at time and one-half of the officer’s regular rate of pay. Except as noted in section 16.3 below, all officers up to and including the rank of lieutenant shall be paid at the overtime rate for all hours worked in excess of their normal daily work shift or for all hours actually worked in excess of one hundred seventy-one (171) hours in the work period. Captains shall be compensated for all hours worked in excess of their normal duty shift at their regular rate of pay, except as noted in section 16.3 below. For purposes of this article, the term “hours worked during a normal daily work shift” shall include all types of paid leave or time off except compensatory time. The parties expressly acknowledge that the time spent donning and doffing the uniform and safety gear required by the Department to be worn by officers does not constitute compensable work time under the FLSA or this Agreement.

All overtime worked, other than off-duty overtime specified in section 16.3 below, shall be compensated in either money or time off pursuant to this agreement, unless external funding sources dictate otherwise. All overtime work must be approved by the officer’s supervisor prior to the work being performed. Time worked will be recorded pursuant to the Department’s established record keeping procedures.

After working overtime the officer will designate whether he wants to be compensated in money or time off. If the officer requests compensation in money, that request will be honored unless a supervisor, for reasonable cause, denies the request. Any such denial is subject to review through the chain of command and ultimately through the grievance procedure of the collective bargaining agreement. If the officer requests compensation in compensatory time off, said request shall be granted, absent extraordinary circumstances, until the officer achieves a bank of eighty (80) hours. If an officer has accumulated a bank of eighty (80) hours or more, then a request for further accrual of compensatory time off must be approved by the Chief or his designee.

Compensatory time for all non-Patrol Officers may be used within a reasonable period after making the request, if the use of the compensatory time does not unduly disrupt the operations of the Department. Compensatory time for all Officers within the Patrol Division shall be in accordance with those practices more specifically set forth in a Settlement Agreement and Order Approving Settlement entered in a civil action entitled Nick Rogers, et al v. City and County of Denver, Civil Action No. 07-CV 00541-RPM, dated January 31, 2012. Under all circumstances, pre-approved vacations take precedence over requests to use compensatory time.
16.3 Overtime in off-duty positions paid through the department shall be compensated as follows:

a. Officers below the rank of sergeant working overtime in an off-duty position paid through the department shall be compensated at their overtime rate.

b. Officers at or above the rank of sergeant working overtime in an off-duty position in a supervisory capacity paid through the department shall be compensated at their overtime rate.

c. Unless otherwise approved by the Chief or his designee, officers at or above the rank of sergeant working overtime in an off-duty position in a non-supervisory capacity paid through the department shall be compensated at one and one-half times the hourly rate of pay of a detective with 25 years longevity.

16.4 Actual overtime worked is to be converted to the nearest 1/10th hour until such time as the Department has the ability to record and pay overtime to the minute. At that time, actual overtime worked will be calculated and paid to the minute.

16.5 Officers shall not be required to declare their intention to request compensation in money or time off prior to overtime being assigned to perform unscheduled operational, investigative or enforcement duties.
Article 17

CALL BACK

17.1 Each officer up to and including the rank of Lieutenant called back to work by an authorized superior officer after the completion of the officer’s last regular shift and within two (2) hours of the officer’s next regularly scheduled shift shall be paid for two (2) hours at one and one-half times the officer’s regular rate of pay, payable in compensatory time off or pay, at the officer’s discretion. Each officer up to and including the rank of Lieutenant called back to work by an authorized superior officer after the completion of the officer’s last regular shift and two (2) or more hours prior to the officer’s next regularly scheduled shift shall be paid a minimum of three (3) hours or the actual time worked, whichever is greater, at one and one-half times the officer’s regular rate of pay, payable in compensatory time off or pay, at the officer’s discretion. Captains shall be entitled to pay under this provision at their regular rate of pay. Call back pay commences upon notification of the officer to immediately return to duty, or if the officer is not ordered to immediately return to duty, when the officer’s work assignment begins.

17.2 An officer shall not be obligated to modify or flex the hours of his/her regularly scheduled duty shift in lieu of or as a method to avoid call back compensation.

17.3 Officers up to and including the rank of Lieutenant required to attend scheduled meetings after the completion of the officer’s last scheduled shift and before the beginning of the officer’s next regularly scheduled shift shall be paid at one and one-half times the officer’s regular rate of pay for a minimum of two (2) hours or actual time worked, whichever is greater. Captains required to attend scheduled meetings after the completion of the officer’s last scheduled shift and before the beginning of the officer’s next regularly scheduled shift shall be paid for two (2) hours at the officer’s regular rate of pay or the actual time worked at the officer’s regular rate of pay, whichever is greater.
Article 18

COURT TIME/JURY DUTY

18.1 Any officer up to and including the rank of Lieutenant who is off duty and is subpoenaed to testify concerning matters arising out of the performance of his or her assigned duties shall be paid at one and one-half times the officer’s regular rate of pay for a minimum of two (2) hours or actual time worked, whichever is greater, except:

1. Testimony commencing within two (2) hours prior to the officer’s regularly scheduled shift will be viewed as continuous duty;

2. Testimony commencing when an officer is on duty and concluding when an officer is off duty will be viewed as continuous duty;

3. Officers who are on inactive duty because of a line of duty injury will receive no compensation for appearing in court; and

4. If an officer is using sick leave, the officer shall be compensated at his or her base rate of pay for time spent in court, without deduction of that time from his or her sick leave bank.

18.2 Any officer who is summoned to perform jury duty shall suffer no loss of pay or benefits for any and all time spent in the performance of such service or in response to such summons.

18.3 The parties agree that members of the bargaining unit subpoenaed to appear in court shall call into the police department within twenty-four (24) hours prior to the day of the required court appearance in order to determine whether the subpoena has been cancelled. Should the employee fail to call the police department within the twenty-four (24) hour period and appear in court for a case which has been cancelled, no call back or overtime compensation shall be paid to the employee.

The twenty-four (24) hour time frame for the call into the police department shall be a window period of 5:00 p.m. to 12:00 a.m. (midnight) of the day preceding the required court appearance. The employee shall be paid court time if he or she calls within the required time period, is told to appear, and then the case is cancelled.
Article 19

CHANGE OF SHIFT AND CANCELLATION OF DAYS OFF

19.1 Except in cases of emergency, any time an officer is required to begin a new shift less than eight (8) hours from the end of the officer’s previous shift, the officer shall be entitled to overtime compensation for those hours less than eight (8).

19.2 The schedule of voted days off, the schedule of shift assignment and hours of shift assignment shall be posted by the commanding officer or designee not less than seven (7) days prior to the beginning of each work period. Each schedule shall be signed by the commanding officer or designee and the date and time of posting shall be noted. The schedule shall be posted in a location within the unit of command where it can be viewed by officers assigned to that duty location.

19.3 Except in an emergency under procedures determined by the Chief, anytime the posted schedule of days off is ordered changed by the commanding officer within seven (7) days of the date of an officer’s scheduled day off, the officer(s) affected by the change shall receive four (4) hours of compensatory time or pay at his/her regular rate of pay. Any time the posted hours of a shift are changed within seventy-two (72) hours of the commencement of the shift, the officer(s) affected by the change shall receive two (2) hours of compensatory time. The determination of an emergency situation shall not be subject to grievance or arbitration.

19.4 In the event an officer is required to work on his or her previously scheduled day off, and in the further event the officer does not receive a substitute day off during the same work period, the officer shall receive overtime compensation at the rate of one and one-half (1-1/2) times the officer’s regular rate of pay for all hours worked on the officer’s previously scheduled day off.
Article 20  

EQUIPMENT ALLOWANCE

20.1  
The City shall pay each officer an allowance of $700 for the acquisition, maintenance and repair of equipment. This payment shall be made on or before November 30 of each year of the Agreement.

20.2  
The items contained in Uniform Supply Directive Numbers 97-02, 97-13, 97-14, 97-17, 97-19, 97-20, 97-23, 97-24, 97-28 shall be provided by the City at the discretion of the Chief. There will be an opportunity for input by the Labor Management Committee before any change is implemented.

20.3  
The “Colorado Peace Officers’ Statutory Source Book” and the “Colorado Revised Statutes Pertaining to Criminal Law” published by the Colorado District Attorneys Council will be available for review and reference at each of the decentralized stations and other police facilities and the Police Administration Building.

20.4  
VESTS

20.4.1  
For each officer who graduates from the academy, the City will provide reimbursement of up to seven hundred fifty dollars ($750) for the purchase of a protective vest.

20.4.2  
All other officers shall be entitled to reimbursement of up to seven hundred fifty dollars ($750) for the purchase of a protective vest on the fifth year anniversary of the prior reimbursement to the officer for the purchase of such vest. Reimbursement shall only be available with proof of purchase of a replacement vest of replacing the one for which reimbursement had previously been received, or a new vest if no reimbursement was previously made.

20.4.3  
Notwithstanding the above and foregoing, if, at any time during the term of this Agreement, a protective vest previously issued by the City or a vest which was previously the subject of reimbursement by the City becomes unserviceable in accordance with the manufacturer’s warranties, such vest shall be surrendered to the City and a replacement vest issued to the officer or a reimbursement made to the officer for the actual purchase of a replacement vest, up to seven hundred fifty dollars ($750).
Article 21

WORK ASSIGNMENT IN HIGHER RANK

21.1 Any officer who, for more than one-half of the officer’s regularly assigned shift is temporarily assigned by his supervisor to a rank higher than that which the officer currently holds and assumes the duties of that higher rank shall be compensated at the hourly rate of pay of the higher rank for the entire duty shift in which he or she is so assigned. If during the period of temporary assignment, the officer also works overtime as defined by Article 16 of this Agreement, the officer shall be paid overtime as provided by Article 16.

21.2 If the Chief or his designee assigns any Police Officer 1st Grade to perform the duties of a Technician, Detective or Corporal, then that officer will be compensated at the rate associated with that assignment for the entire period the officer is acting in that capacity. For purposes of calculating overtime under Article 16 of this Agreement, the acting pay provided by this Article 21.2 shall be considered the officer’s “regular rate of pay” until such time as the officer is no longer working in an acting capacity. The acting pay provisions above shall not apply to detective training programs or limited duty assignments.
INJURY IN LINE OF DUTY

22.1 Any officer who shall become injured in line of duty shall be provided when necessary with hospitalization, doctors, surgeons, nurses and medical care.

22.2 Any officer who shall become so physically or mentally disabled by reason of bodily injuries received in the discharge of the duties of the officer in the department that the officer is rendered unable to perform duties in the department, shall be granted any necessary leave of absence not to exceed one (1) year at full salary for the rank which the officer holds in the department, and shall be compensated from the regular police department payroll.

22.3 Should such officer need additional leave of absence in excess of one (1) year, the officer may use accumulated sick leave and should the officer still need additional leave of absence, the officer may be granted additional leave of absence at one-half of the salary for the rank the officer holds in the department, to be paid from the “pension and relief fund”; provided, however, that should such officer be eligible for retirement on a pension, the officer shall not be entitled to receive such additional disability leave, but instead shall be retired from active service at the expiration of one (1) year’s leave of absence and accumulated sick leave.

22.4 Compensation shall not be denied under this section because the injury was not received on the tour of duty to which the officer has been assigned, if it was received in the discharge of the duties of the officer and if the officer conducted himself in a legal manner and in compliance with rules and regulations governing the department.

22.5 Except as otherwise provided by statute, the Charter, or Article 22.3 above, when the City has admitted liability or accepted a workers’ compensation claim, no officer shall be required to use accumulated sick leave for any line of duty injury or illness.
Article 23

FUNERAL EXPENSES

In the event an officer is killed in the line of duty or dies from injuries sustained in the line of duty, the City shall pay the cost of reasonable funeral expenses up to a maximum of $10,000.00, which amount shall be offset by any other payments for these purposes made by any other agency or organization.
Article 24  LIFE INSURANCE

The City shall provide group life insurance coverage for each officer in an amount equal to one and one-half times the officer’s base pay.
HEALTH AND DENTAL INSURANCE

25.1 Health Insurance: The City shall offer health care plan options from no fewer than two (2) insurance providers, in addition to Denver Health, if coverage from Denver Health is offered. The amount of the City’s contribution will depend on the plan selected by the officer. During the term of this Agreement, the City shall make the following contributions towards health insurance premiums:

Effective January 1, 2015, the City shall contribute 80% of the premiums for the plan selected by the officer.

Effective January 1, 2016, if the provider selected by the officer offers two plans, the City shall contribute 70% of the premiums if the officer selects the high premium plan; the City shall contribute 90% of the premiums if the officer selects the low premium plan. If the provider selected by the officer offers only one plan, the City shall contribute 90% of the premiums for that plan.

For the 2016 calendar year, if an officer selects a high deductible plan and also elects to open a Health Savings Account (HSA), then the City will contribute, on a 1:1 matching basis, up to one hundred dollars ($100) every month to the officer’s HSA if the officer has enrolled in an employee-only health plan; if the officer has enrolled in a multi-party plan, then the City will contribute, on a 3:1 matching basis, up to three-hundred dollars ($300) every month to the officer’s HSA.

For the 2017 calendar year, if an officer selects a high deductible plan and also elects to open a Health Savings Account (HSA), then the City will contribute, on a 1:1 matching basis, up to fifty dollars ($50) every month to the officer’s HSA if the officer has enrolled in an employee-only health plan; if the officer has enrolled in a multi-party plan, then the City will contribute, on a 3:1 matching basis, up to one hundred fifty dollars ($150) every month to the officer’s HSA.

Coverage under the high deductible plans offered by the City will be substantially similar to the plan benefits provided by the HMO plans offered in 2015. However, it is understood that the co-insurance will be shared between the provider and the employee on an 80/20 split, the deductible for the plans will be no more than $1,500 for single coverage and no more than $3,000 for multi-party coverage and the maximum out-of-pocket cost for employees shall not exceed $4,500 for single coverage subscribers and $9,000 for multi-party coverage subscribers.

If any of the health care plans offered by the City in 2016 are no longer offered in 2017, the City’s premium contribution levels stated above shall apply to any replacement plan offered by the City and the benefit levels of any new plan shall be substantially similar to the plan it replaces.
25.2 **Dental Insurance**: The City shall offer dental insurance to officers. Regardless of plan selected by the officer, the City's level of contribution shall be equivalent to 80% of the premium costs of the mid-level dental plan offered to officers. In no event shall the City's contribution exceed the actual cost of coverage as determined by the provider. The mid-level dental plan offered to officers shall be substantially similar to the current Delta Dental EPO plan.

25.3 This Article shall not be administered in any manner that would be in conflict with or violate the terms and conditions of any contracts between the City and health and dental insurance providers.

25.4 The Association will substantially participate with the City in the development of health and dental plans to be offered to officers. The Association will have the opportunity to comment and make recommendations on proposals before health and dental plans are offered to officers. In addition, a member of the Association chosen by the Association shall be appointed by the Mayor to the Employee Health Insurance Committee.
Article 26

DEATH AND DISABILITY CONTRIBUTION

26.1 During the term of this Agreement the City shall pay the state mandated contribution for death and disability coverage pursuant to C.R.S. § 31-31-811(4) for all officers hired on or after January 1, 1997.
## Article 27

### PAY RATES AND LONGEVITY

#### 27.1.1
Effective January 1, 2015, the annual salary for officers will be as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer Recruit</td>
<td>$48,086</td>
</tr>
<tr>
<td>Police Officer 4th grade</td>
<td>$53,429</td>
</tr>
<tr>
<td>Police Officer 3rd grade</td>
<td>$59,136</td>
</tr>
<tr>
<td>Police Officer 2nd grade</td>
<td>$63,314</td>
</tr>
<tr>
<td>Police Officer 1st grade</td>
<td>$79,644</td>
</tr>
<tr>
<td>Technician</td>
<td>$84,982</td>
</tr>
<tr>
<td>Detective</td>
<td>$87,696</td>
</tr>
<tr>
<td>Corporal</td>
<td>$87,696</td>
</tr>
<tr>
<td>Sergeant</td>
<td>$95,223</td>
</tr>
<tr>
<td>Lieutenant</td>
<td>$109,206</td>
</tr>
<tr>
<td>Captain</td>
<td>$123,017</td>
</tr>
</tbody>
</table>

#### 27.1.2
Effective January 1, 2016, the annual salary for officers will be as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer Recruit</td>
<td>$49,769</td>
</tr>
<tr>
<td>Police Officer 4th grade</td>
<td>$55,299</td>
</tr>
<tr>
<td>Police Officer 3rd grade</td>
<td>$61,206</td>
</tr>
<tr>
<td>Police Officer 2nd grade</td>
<td>$65,530</td>
</tr>
<tr>
<td>Police Officer 1st grade</td>
<td>$82,432</td>
</tr>
<tr>
<td>Technician</td>
<td>$87,956</td>
</tr>
<tr>
<td>Detective</td>
<td>$90,765</td>
</tr>
<tr>
<td>Corporal</td>
<td>$90,765</td>
</tr>
<tr>
<td>Sergeant</td>
<td>$98,556</td>
</tr>
<tr>
<td>Lieutenant</td>
<td>$113,028</td>
</tr>
<tr>
<td>Captain</td>
<td>$127,323</td>
</tr>
</tbody>
</table>

#### 27.1.3
Effective January 1, 2017, the annual salary for officers will be as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer Recruit</td>
<td>$50,764</td>
</tr>
<tr>
<td>Police Officer 4th grade</td>
<td>$56,405</td>
</tr>
<tr>
<td>Police Officer 3rd grade</td>
<td>$62,430</td>
</tr>
<tr>
<td>Police Officer 2nd grade</td>
<td>$66,841</td>
</tr>
<tr>
<td>Police Officer 1st grade</td>
<td>$84,081</td>
</tr>
<tr>
<td>Technician</td>
<td>$89,715</td>
</tr>
<tr>
<td>Detective</td>
<td>$92,580</td>
</tr>
<tr>
<td>Corporal</td>
<td>$92,580</td>
</tr>
<tr>
<td>Sergeant</td>
<td>$100,527</td>
</tr>
<tr>
<td>Lieutenant</td>
<td>$115,289</td>
</tr>
<tr>
<td>Captain</td>
<td>$129,869</td>
</tr>
</tbody>
</table>

#### 27.1.4
Effective July 1, 2017, the annual salary for officers will be as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer Recruit</td>
<td>$51,779</td>
</tr>
<tr>
<td>Police Officer 4th grade</td>
<td>$57,533</td>
</tr>
</tbody>
</table>
Police Officer 3rd grade $63,679
Police Officer 2nd grade $68,178
Police Officer 1st grade $85,763
Technician $91,509
Detective $94,432
Corporal $94,432
Sergeant $102,538
Lieutenant $117,595
Captain $132,466

27.2 LONGEVITY

All officers, upon reaching their fifth (5th) anniversary date of employment, shall be paid longevity pay. Officers entitled to longevity pay shall be paid at the rate of twelve dollars ($12.00) per month for each year of service.

27.3 Officers assigned to the following assignments shall, in addition to the pay rates above, receive the following:

27.3.1 Bomb technician: $150 per month
27.3.2 Motorcycle: $75 per month
27.3.3 Helicopter chief pilot: $525 per month
27.3.4 Helicopter pilot: $375 per month
27.3.5 Canine handler: Officers assigned as canine handlers shall receive, in addition to their annual salary, eight (8) hours of compensatory time and eight (8) hours of additional pay per work period.

27.3.6 Bilingual officers: Officers who are certified and designated as bilingual officers in accordance with procedures published by the Chief or the Chief’s designee: one hundred dollars ($100) per month. Additionally, officers who are certified with advanced levels of expertise may be paid up to a total of $200 per month in accordance with published standards and procedures.

27.4 ON CALL

Officers placed in “on call” status by the Chief or his designee shall be compensated for each hour or part thereof spent in on call status at the rate of one percent (1%) of the officer’s regular rate of pay. For purposes of this Article, being placed in on call status means any time an officer is required to remain available to respond to a call to duty and is subject to possible disciplinary action for failing to respond. The determination of those officers placed in on call status shall rest solely with the Chief or his designee.
In the event an officer in on call status is called back to work by an authorized superior, the officer will no longer be in on call status and will be compensated in accordance with Article 17 of this Agreement.
28.1 PAY PERIODS

Officers shall be paid on a biweekly basis, on alternating Fridays. Whenever a payday falls on a recognized holiday specified in Article 11, payment of salaries shall be made on the preceding business day.
Article 29  RETIREE HEALTH

29.1 Subject to annual appropriation, during each year of this Agreement the City will make annual contributions in the amount of $805,000 to the Denver Police Retiree Health Fund ("Trust") which has been established for the sole purpose of providing some assistance with the payment of health insurance premiums for officers who retire on or after January 1, 1996. Quarterly payments to the Trust by the City will be made on January 10, April 10, July 10 and October 10 of each year.

29.2 The Association shall provide the City with financial reports of the Trust on a quarterly basis. The Association shall also notify the City of any changes to the Articles of Incorporation, governing by-laws or terms of administration of the Trust for approval, to ensure that the Trust is being administered consistently with the intended purpose of this Article.
Article 30  GRIEVANCE AND ARBITRATION PROCEDURES

30.1 A grievance is a claim that the City has violated an express provision of this Contract, and does not include any disciplinary matters.

30.2 Any officer or group of officers or the Association may discuss any matter with their Division Chief, Deputy Chief or the Chief, without invoking the formal grievance procedure provided for in this Article. No agreements reached in such informal discussion shall be binding on the Association or any other officer nor shall they be binding on the City or officer raising the issue except for the specific incident which led to the discussion.

30.3 Neither the City nor the Association shall threaten or coerce any officer for filing a grievance under this Contract.

30.4 All grievances shall be settled in the following manner:

Step 1. A grievance must be initiated by either an aggrieved officer or by the Association on behalf of one or more member(s) of the bargaining unit. The grievant must reduce the grievance to writing and present the written grievance to the Deputy Chief within thirty (30) calendar days after the grievant knew or should have known of the facts which gave rise to the grievance. The written grievance must contain (a) a statement of the grievance and the facts upon which it is based; (b) the specific section(s) of the Contract allegedly violated; and (c) the remedy or adjustment sought. In addition, if the grievance is initiated by the Association, the written grievance shall identify the name of the member(s) on whose behalf the Association is filing the grievance. The Deputy Chief shall hold a meeting with the grievant within ten (10) calendar days from the receipt of the grievance and shall within ten (10) calendar days from the date of such meeting issue a written response to the grievant and the Association. The Association shall be given notice of the meeting and shall have the right to attend if it so chooses.

Step 2. If the grievance is not resolved at Step 1, the grievant shall have fifteen (15) calendar days from the issuance of the Step 1 denial to present the grievance to the Chief. Within fifteen (15) calendar days of receipt of the grievance at Step 2, the Chief shall hold a meeting with the grievant and representative(s) of the Association. Within fifteen (15) calendar days of such meeting the Chief shall issue a response in writing to the grievant and Association.
Step 3. If the grievance is not resolved at Step 2, the Association may demand arbitration. Any demand for arbitration must be in writing and received by the official designated by the City within fifteen (15) calendar days of the Association's receipt of the Step 2 denial.

   a. The parties shall obtain a panel of seven Western States Region arbitrators from the Federal Mediation and Conciliation Service. The Grievance Arbitrator shall be selected by a method of alternative striking of names from the panel, with the first strike determined by the flip of a coin. The final name left on the panel shall serve as the Grievance Arbitrator.

   b. The Grievance Arbitrator shall have the authority to hold hearings and make procedural rules.

   c. The award of the Grievance Arbitrator shall be final and binding on the City and the Association. The Grievance Arbitrator shall have no authority to add to, subtract from, alter or modify any terms of this Contract.

   d. The award of the Grievance Arbitrator shall be rendered within thirty (30) days of the closing of hearing or the submission of briefs following hearing, whichever is later. The costs of any arbitration shall be borne equally by the parties to this Contract.

   e. Either party may request a certified court reporter to take a stenographic record of the evidence taken at the arbitration hearing. If such a stenographic record is taken, a copy of the transcript shall be provided to the Grievance Arbitrator. The party requesting a stenographic record shall pay the cost thereof, except that if the other party shall request a copy of any transcript, the parties shall share equally the entire cost of making the stenographic record.

30.5 If the grievant or Association fails to comply with any time limit set forth in this Article, the grievance shall be deemed forfeited. If the City fails to comply with any time limit set forth in this Article, the grievance shall be deemed denied as of the last day of the time limit and may be moved to the next step within the time frames set forth in that step.

30.6 The following matters are not subject to the grievance procedures of this Contract: Any matter covered by the Charter of the City and County of Denver, the Rules and Regulations of the Department not inconsistent with the express terms of this Contract, and the Operations Manual of the Department not inconsistent with the express terms of this Contract, the
Rules and Regulations of the Civil Service Commission of the City and County of Denver adopted pursuant to its authority, City Ordinances, Statutes and Constitutional provisions.

30.7 The time limits for processing grievances as set forth in this Article may be extended by agreement between the Chief or a designee of the Chief and a representative of the Association. Any such agreements shall be memorialized in writing. If the last day of any time limits set forth in this Article occurs on a Saturday, Sunday or holiday, the limit shall be automatically extended to the next calendar day which is not a Saturday, Sunday or holiday.

30.8 Any grievance which impacts more than one officer can be filed by the Association directly at Step 2 within fifteen (15) days of when the grievant or the Association knew or should have known the events giving rise to the grievance.
Article 31   SAVINGS CLAUSE

Should any section or portion thereof of this contract be held unlawful and unenforceable by any court of competent jurisdiction, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and the remaining parts or portions of the contract shall remain in full force and effect. Upon the issuance of such a decision, the parties agree immediately to commence negotiations for a substitute for the invalidated section or portion thereof.
Article 32

GENERAL AND DURATION

32.1 The Association is not bound by any agreements or understandings that the City might make with any officer(s) or any other organization of officers unless such agreements or understandings are specifically stated in this Contract.

32.2 This contract shall be effective as of January 1, 2015 through December 31, 2017 and its terms shall remain in full force and effect until a new contract is effective.
Article 33  PAYMENT ON SEPARATION

Payments due pursuant to the terms of this Agreement for all accrued and unused leave and compensatory time shall be payable within sixty (60) days of an officer’s separation from the Department, at the officer’s base rate of pay at the time of separation.
DENVER POLICE PROTECTIVE ASSOCIATION

By: Nick Rogers, President

By: Tyson Mote, Secretary

CITY AND COUNTY OF DENVER

By: Michael B. Hancock
Mayor

ATTEST:

Debra Johnson, Clerk and Recorder

REGISTERED AND COUNTERSIGNED:

Cary Kennedy, Manager of Finance

Dennis J. Gallagher, Auditor

APPROVED AS TO FORM:

D. Scott Martinez, City Attorney
City and County of Denver

By:

RECOMMENDED AND APPROVED:

Stephanie O’Malley, Manager of Safety
MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into by the Denver Police Protective Association ("DPPA") and the City and County of Denver ("the City").

WHEREAS, the DPPA and the City entered into a Collective Bargaining Agreement effective January 1, 2015 through December 31, 2017 ("the Agreement"), which was ratified by the members of the DPPA and approved by ordinance adopted by the City; and

WHEREAS, the DPPA and the City now desire to amend the Agreement;

NOW, THEREFORE, in consideration of the mutual advantages contained herein, and further in consideration of the mutual promises and covenants herein more specifically set forth, the parties hereto do STIPULATE AND AGREE as follows:

1. Article 20, Section 20.1 of the Agreement is amended to read as follows:

20.1 The City shall pay each officer an allowance of $875 for the acquisition, maintenance and repair of equipment. This payment shall be made on or before November 30 of each year of the agreement.

2. Article 27, Section 27.4 of the Agreement is amended to read as follows:

27.4 ON CALL

Procedures will be established by the Chief to insure officers placed on call will be compensated for all time spent handling phone calls while off duty. Each call will be logged on a log sheet and approved by the officer’s commander at the end of every work period. The officer will be compensated at their overtime rate of pay in either time off or overtime pay. If an officer in on call status is called back to work by an authorized supervisor, the officer will no longer be in on call status and will be compensated in accordance with Article 17 of this Agreement.

3. Except as amended by the MOU, the Agreement otherwise remains unchanged and in full force and effect and is affirmed and ratified in each and every particular.

4. This MOU shall be effective upon ratification by the membership of the DPPA and the approval of an adopting ordinance by the City.

DENVER POLICE PROTECTIVE ASSOCIATION

By: ____________________________

Nick Rogers, President

CITY AND COUNTY OF DENVER

By: ____________________________

Michael B. Hancock, Mayor
By: Tyson Worrell, Secretary

ATTEST:

Debra Johnson, Clerk and Recorder

REGISTERED AND COUNTERSIGNED:

Cary Kennedy, Manager of Finance

Dennis J. Gallagher, Auditor

APPROVED AS TO FORM:

D. Scott Martinez, City Attorney
City and County of Denver

RECOMMENDED AND APPROVED:

By: ____________________________

Stephanie O'Malley, Manager of Safety
PART D
Mayoral Executive Orders
(Two)
EXECUTIVE ORDER NO. 94

TO: All City Agencies

FROM: Wellington E. Webb
M A Y O R

DATE: October 29, 2002

SUBJECT: CITY and COUNTY of DENVER EMPLOYEES' ALCOHOL and DRUG POLICY

PURPOSE: As an employer, the City and County of Denver (City) is required to adhere to various federal, state, local laws and regulations regarding alcohol and drug use. The City also has a vital interest in maintaining a safe, healthy and efficient environment for its employees and the public. Being under the influence of, subject to the effects of, or impaired by alcohol or a drug on the job may pose serious safety and health risks to the user, the user's co-workers and the public. Additionally, the possession, use or sale of an illegal drug in the workplace may pose an unacceptable risk to the safe, healthy and efficient operation of the City.

The City maintains the Mayor's Office of Employee Assistance, provides Department of Safety psychologists and some outside contractors, who offer help to employees who seek assistance for alcohol and/or drug use and other personal or emotional issues.

RESPONSIBLE AUTHORITY(S): City Attorney

This executive order, effective on the above date, establishes and confirms the policy of the City concerning the problem of drug and alcohol use in the workplace. On the date it becomes effective, this executive order supersedes all previously enacted alcohol and drug executive orders.

I. PROHIBITIONS FOR ALL CITY EMPLOYEES INCLUDING CLASSIFIED MEMBERS OF THE POLICE AND FIRE DEPARTMENTS.

A. Alcohol

Employees are prohibited from consuming, being under the influence of, or impaired by alcohol while performing City business, while driving a City vehicle or while on City property.

There are three exceptions to this prohibition. (1) An employee is not on duty and attending an officially sanctioned private function, e.g., an invitation-only library reception. (2) An employee is not on duty and at a City location as a customer, e.g., playing golf on a City course. (3) An employee is a member of the Police Department and as a part of the employee's official duties, consumes alcohol in accordance with Police Department procedures.
The alcohol levels defined by the state legislature that may be amended from time to time for defining "under the influence of alcohol" and "impaired by alcohol" are adopted here for purposes of this executive order.

Employees holding Commercial Driver's licenses (CDL) are also subject to the alcohol levels defined by the Department of Transportation (DOT) regulations that may be amended from time to time for "under the influence" which are adopted here for purposes of this executive order.

Current alcohol level definitions are contained in the Addendum to this Order. If there is a conflict between the state legislature and the DOT regulations, alcohol level definitions and the ones contained in the Addendum to this Order, the state legislature and DOT regulation definitions will take precedence.

As part of official duties, members of the Police Department according to established procedures may consume alcohol. However, it is grounds for discipline, up to including immediate dismissal, if members of the Police Department consume alcohol in violation of their department procedures.

B. Legal Drugs

1. It is the responsibility of the employees who work in positions operating vehicles or dangerous equipment or positions affecting the health or safety of co-workers or the public to advise their supervisors that they are taking prescription medication that may affect their performance.

2. Employees who work in positions operating vehicles or dangerous equipment or positions affecting the health or safety of co-workers or the public are prohibited from consuming, being under the influence of, subject to the effects of or impaired by legally obtained prescription drugs while performing City business, unless the following two determinations have been made:

   a. It is determined by both the employee's supervisor and either the employee's Human Resource Specialist or Safety Officer, after consulting with the Occupational Health and Safety Clinic (OHSC) personnel, that the employee's job performance will not be affected and that the employee does not pose a threat to his/her own safety.

   b. It is determined by both the employee's supervisor and either the employee's Human Resource Specialist or Safety Officer, after consulting with the OHSC personnel, that the employee will not pose a threat to the safety of co-workers or the public, and the employee will not disrupt the efficient operation of the agency.
If appropriate, the OHSC personnel may contact the employee’s personal physician. Prior to making contact with the employee’s personal physician, the OHSC personnel should obtain a medical release from the employee.

Employees may be required to use sick leave, take a leave of absence or comply with other appropriate non-disciplinary actions determined by the appointing authority until the above determinations can be made.

The OHSC shall keep the medical records that disclose the identity of the legal drug confidential in accordance with state and federal laws.

3. The DOT regulations prohibit employees with CDLs from using marijuana, even for approved medical reasons. If the federal and Colorado laws are in conflict on this issue, the federal law will take precedence. Therefore, a positive marijuana drug test will be treated as an illegal drug use for employees with CDLs, subjecting them to all rules contained herein for illegal drug use even if a physician has prescribed the marijuana for medical reasons.

C. Illegal Drugs

1. Employees are prohibited from consuming, being under the influence of, subject to the effects, or impaired by illegal drugs while performing City business, while driving a City vehicle or while on City property.

2. Employees are also prohibited from selling, purchasing, transferring or possessing an illegal drug.

There is one exception to this prohibition. An employee of the Classified Service of the Police and Fire Departments or the Denver Sheriff’s Department as a part of the employee’s official duties, may sell, purchase, transfer or possess illegal drugs in accordance with the employee’s department procedures. However, it is grounds for immediate dismissal if members of the Classified Service of the Police and Fire Departments or Sheriff Department sell, purchase, transfer or possess illegal drugs at any time other than as a part of their official duties. It is also grounds for immediate dismissal if members of the Classified Service of the Police and Fire Departments or Sheriff Department sell, purchase, transfer or possess illegal drugs in violation of the employee’s department procedures.

The illegal drug cut-off levels established by the DOT regulations, that may be amended from time to time, are adopted here for purposes of this executive order. Current illegal drug levels are contained in the Addendum to this Order. If there is a conflict between the DOT regulation, illegal drug levels and the ones contained in the Addendum to this Order, the DOT regulation definition will take precedence.

II. DRUG AND ALCOHOL TESTING

A. Pre-Employment/Pre-Placement Testing

1. The City may implement, with the City Attorney’s approval, pre-employment screening practices designed to prevent hiring individuals for job positions:
a. whose use of illegal drugs may affect the public health or safety and

b. whose use of alcohol or legal drugs indicates a potential for impaired or unsafe job performance where the public health or safety may be affected.

The Civil Service Commission, Career Service Authority, OHSC or interviewing agency shall inform a job applicant of these pre-employment screening practices prior to such screening.

2. Employees who will be filling jobs defined as safety-sensitive or requiring a CDL, prior to the first time the employee performs a safety-sensitive function, shall be tested for controlled substances and may be tested for alcohol.

3. Refusal by an applicant to submit to a pre-employment test shall result in denial of employment.

4. Pre-employment/Pre-placement test results:

   a. **Alcohol**

      Where alcohol use is detected and it is determined to be a potential safety risk, employment shall be denied.

   b. **Legal Drugs**

      i. Where use of a prescription drug is detected, applicants may be required to offer proof that the drug has been prescribed by a physician for the applicant. If the applicant is unable to provide such proof, employment may be denied.

      ii. Where the applicant's future or continued use of the drug poses a potential safety risk or would impair job performance, employment may be denied in accordance with the applicable state and federal laws.

   c. **Illegal Drugs**

      i. Employment shall be denied when the presence of an illegal drug is detected.

      ii. Employment shall be denied when the presence of a known masking agent is detected.

      iii. A second direct observation urinalysis test may be required prior to offering employment to an applicant whose drug test evidences the urine sample has been diluted.
B. Reasonable Suspicion Testing

1. When a supervisor has reasonable suspicion that any employee is in violation of this policy, after taking appropriate safety measures, i.e. removing the employee from any situation which may pose a safety risk to the employee, co-workers or the public, the supervisor shall immediately consult with his/her Human Resource Specialist, Safety Officer or the City Attorney’s Office to determine further actions. However, if immediate consultation is not possible, it is the responsibility of the supervisor to promptly initiate alcohol and drug testing. The supervisor shall initiate testing as follows:

   a. Alcohol

      i. Document in writing the specific reasons for the decision to initiate testing based on specific, contemporaneous, articulable observations of the employee’s appearance, behavior, speech or body odors.

      ii. When possible, have a second supervisor confirm the specific, contemporaneous, articulable observations of the employee’s appearance, behavior, speech or body odors.

      iii. Advise the employee that the supervisor is ordering the employee to go to the testing site for testing.

      iv. Escort the employee to the testing site as soon as possible. However, if the supervisor is unable to escort the employee, the supervisor should have another individual escort the employee for testing. The individual selected to escort the employee shall be of a higher grade/rank than the employee being tested.

      v. Require the employee to bring a picture identification card and proof of the employee’s Social Security or employee number to the testing site.

      vi. If the employee refuses to go to the testing site, or refuses to participate in the testing process, the supervisor or the escort should tell the employee that the testing request is a direct order and that refusal to comply with the direct order might subject the employee to discipline, up to and including dismissal.

      vii. After the initial test results are known, the supervisor shall contact the appointing authority for further guidance. If the appointing authority is unavailable and the supervisor has a reasonable doubt about the employee’s ability to satisfactorily and safely meet job requirements, the supervisor shall place the employee on investigatory leave pending results of testing or other administrative determination.
viii. No supervisor or escort should allow an employee to drive to or away from the testing or the work site. However, if the employee does drive off, notify the Police Department immediately and provide them pertinent information, i.e., employee's car make; model and color; license plate number; direction of travel and reason for ordering the alcohol and/or drug testing.

During regular OHSC hours, the testing shall be conducted at one of the OHSC testing sites. After regular hours, the supervisor shall page the OHSC alcohol and drug testing personnel to arrange for immediate testing.

Testing should be administered within two (2) hours of making a reasonable suspicion determination. If this two (2) hour time frame is exceeded, the supervisor should document the reasons the test was not promptly administered. Supervisors who do not test employees within this established time frame may be subject to discipline, up to and including dismissal.

Supervisors and escorts shall keep the employee's name and identifying information restricted to persons who "need to know."

b. Legal drugs

i. Document in writing the specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odors that provide reasonable suspicion that the employee's use of, or being under the influence of, subject to the effects of, or impaired by a legal drug poses a potential safety risk or would impair job performance.

ii. When possible, have a second supervisor confirm the specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odors.

iii. Advise the employee that the supervisor is ordering the employee to go to the OHSC for evaluation.

iv. Escort the employee to the evaluation site as soon as possible. However, if the supervisor is unable to escort the employee, the supervisor should have another individual escort the employee for evaluation.

v. If the employee refuses to go to the evaluation site, the supervisor or the escort should tell the employee that the testing request is a direct order and that refusal to comply with the direct order might subject the employee to discipline, up to and including dismissal.
vi. If the clinic personnel determine that the employee’s use of, being under the influence of, subject to the effects of, or impaired by a legal drug poses a potential safety risk or would impair job performance; the supervisor shall contact the appointing authority for further guidance.

vii. If the appointing authority is unavailable and the supervisor has a reasonable doubt about the employee’s ability to satisfactorily and safely meet job requirements, the supervisor shall place the employee on investigatory leave pending such consultation. However, no supervisor or escort should allow an employee to drive to, or away from, the evaluation site. If the employee does drive off, the supervisor or escort shall notify the Police Department immediately and provide them pertinent information, i.e., employee’s car make; model and color; license plate number; direction of travel; and reason for ordering the evaluation.

viii. If the clinic personnel determine that the employee’s use of, being under the influence of, subject to the effects of, or impaired by a legal drug does not pose a potential safety risk and does not impair job performance, have the employee return to work.

c. Illegal drugs

Follow the steps listed above in Section B.1.a.

However, testing for illegal drugs should be administered within eight (8) hours of making a reasonable suspicion determination. If this eight-hour (8) time frame is exceeded, the supervisor must document the reasons the test was not promptly administered. Supervisors who do not test employees within the established time frame may be subject to discipline, up to and including dismissal.

The police shall be contacted when a supervisor has reasonable suspicion that an employee appears to be in possession of, selling or transferring illegal drugs.

C. Post-Accident Testing

1. As soon as practicable following a driving or other workplace accident, the supervisor shall ensure that driver-employee is tested for alcohol and drugs when the accident:

a. may have been the fault of the employee and the accident involves a fatality,

b. may have been the fault of the employee and any individual was injured severely enough to receive medical treatment immediately away from the scene of the accident;

c. may have been the fault of the employee and the accident resulted in disabling damage to any vehicle or any equipment; or,
d. there is reasonable suspicion to test the employee.

2. Post-accident alcohol and drug testing should be administered within two (2) hours following the accident. Supervisors who do not test employees within the established time frames may be subject to discipline, up to and including dismissal.

3. "Disabling damage" for a vehicle accident is defined as precluding the departure of the vehicle from the scene of an accident in its usual manner. Vehicle damage that can be remedied temporarily at the scene without special tools or parts, i.e., replacing a tire with the spare, taping over a headlight or tying down the hood of a car, are not considered disabling.

4. "Disabling damage" for a workplace accident is defined as precluding the use of the equipment from its usual operation. Equipment that can be remedied temporarily at the scene without special tools or parts is not considered disabling.

D. Return to Duty Testing

If an employee has violated the prohibited conduct listed in Sections I (A) or I (C) of this Order, the employee shall not return to work unless the employee has taken an alcohol and drug test at the OHSC and both tests were verified negative.

E. Unannounced Testing

If an employee has been placed on a Stipulation and Agreement in accordance with this executive order, as a part of that Stipulation and Agreement, the employee may be tested for alcohol and/or drugs by the agency without prior notice of the testing date or time for at least 36 months from the last date in time that the stipulation and agreement is signed by the parties.

F. Random Testing

The City may implement, with the City Attorney's approval, random alcohol and drug testing for employees deemed to perform safety-sensitive functions for the City or any of its agencies.

G. Commercial Driver's License Testing

For those positions requiring a CDL, the City shall implement drug testing pursuant to applicable DOT regulations, as may be amended from time to time in addition to the testing described in Sections II (B), II (C) and II (D) of this Order.

1. Pre-Employment Testing

Prior to the first time a driver performs safety-sensitive functions for the City or any of its agencies, the driver shall be tested for illegal drug usage in compliance with the DOT and state regulations, as may be amended from time to time.
2. **Reasonable Suspicion Testing**
   
   a. **Alcohol**
      
      The procedures described in Section II (B)(1)(a) of this Order shall be followed.
   
   b. **Legal Drugs**
      
      The procedures described in Section II (B)(1)(b) of this Order shall be followed.
   
   c. **Illegal Drugs**
      
      The procedures described in Section II (B)(1)(c) of this Order shall be followed.
   
3. **Post-Accident Testing**
   
   a. As soon as practicable following an accident, the supervisor shall ensure that
      driver-employee is tested for alcohol and drugs when:
         
      i. the accident occurred while the vehicle driver was performing safety-
         sensitive functions with respect to the vehicle and the accident involved
         the loss of human life;
      
         ii. the vehicle driver was cited under the state or local law for a moving
         violation arising from the accident and an individual was injured severely
         enough to receive medical treatment immediately away from the scene;
      
         iii. the vehicle driver was cited under the state or local law for a moving
         violation arising from the accident and one or more of the vehicles
         involved in the accident sustained disabling damage. “Disabling
         damage” is defined in Section II (C)(2) and (3) in this Order;
      
         iv. there is reasonable suspicion to test the employee.
   
   b. If the supervisor does not initiate alcohol testing within eight (8) hours of the
      accident or drug testing within thirty-two (32) hours of the accident, the
      supervisor shall cease attempts to administer the tests and shall state in writing
      for the record the reasons for not administering the tests. Supervisors who do
      not test employees within the established time frames may be subject to
      discipline, up to and including dismissal.
4. **Random Testing**

   a. **Alcohol**

      Pursuant to the DOT regulations, random alcohol testing shall be conducted annually on 25% of the average number of City commercial driver’s license positions in existence. This percentage may be amended from time to time by the DOT. Alcohol testing shall be conducted on a random, unannounced basis just before, during or just after the employee performed safety-sensitive functions.

   b. **Illegal Drugs**

      Pursuant to the DOT regulations, random drug testing shall be conducted annually on 50% of the average number of City commercial driver’s license positions in existence. This percentage may be amended from time to time by the DOT. Drug testing shall be conducted on a random, unannounced basis. There is no requirement that this testing be conducted in immediate time proximity to performing safety-sensitive functions.

5. **Return to Duty Testing**

   a. **Alcohol**

      If an employee has violated the prohibited conduct listed in Section I (A) of this Order, the employee shall not return to perform safety-sensitive duties unless the employee has completed a successful return to duty alcohol test.

   b. **Illegal Drugs**

      If an employee has violated the prohibited conduct listed in Section I (C) of this Order, the employee shall not return to perform safety-sensitive duties unless the employee has been cleared by a Substance Abuse Professional and has completed a successful return to duty drug test.

6. **Follow-Up Testing**

   a. **Alcohol**

      i. The number and frequency of the follow-up alcohol tests shall be directed by the Substance Abuse Professional and shall consist of at least six (6) tests in the first twelve (12) months following the employee’s return to work.

      ii. Follow-up testing shall be unannounced and shall be conducted just before, during or just after the employee performed safety-sensitive functions.
b. Illegal Drugs

i. The number and frequency of the follow-up drug tests shall be directed by the Substance Abuse Professional and shall consist of at least six (6) tests in the first (12) twelve months following the employee's return to work.

ii. Follow-up testing shall be unannounced. There is no requirement that this testing be conducted in immediate time proximity to performing safety-sensitive functions.

H. Members of the Classified Service of the Police and Fire Departments and Deputy Sheriffs Testing

For those employees who are members of the Classified Service of the Police and Fire Departments or Deputy Sheriffs, the City may implement drug testing pursuant to their respective department procedures, as may be amended from time to time in addition to the testing described in Sections II (A), II (B), II (C), II (D), II (E), II (F), and II (G) of this Order.

III. EXECUTIVE ORDER 94 TRAINING

A. All City Employees

All new City employees should be trained on this Order during their first year of employment. Training, at a minimum, should include study of the Order and instruction on the recognition of drug and alcohol impairment and use. Additionally, a copy of this Order should be given to each employee with each employee acknowledging, in writing, receipt of the policy and the training.

B. All Employees With Supervisory Duties

1. All employees with supervisory duties should be trained on this Order during the first six months following their promotion. This training, at a minimum, should include study of the Order, instruction on the recognition of drug and alcohol impairment and use, the proper documentation of the supervisor's reasonable suspicion, and the supervisor's responsibility for escorting employees to the testing sites and through the testing process.

2. Supervisors shall ensure that all drug and alcohol tests are accomplished immediately after the justification for testing is established. Timeliness for testing is outlined in this Order and its Addendum. Further, once a supervisor has reasonable suspicion that an employee appears to be under the influence of alcohol or drugs, the agency cannot condone the employee's driving of a motor vehicle. If the employee drives off in his/her own or a City vehicle, the Police Department must be notified immediately. Supervisors whom elicit the use of another individual to escort an employee to testing or evaluation sites shall educate the individual on the duties of the escort as provided herein prior to allowing that individual to escort the employee.
3. Supervisors are subject to discipline for failing to fulfill the responsibilities set forth for supervisors in this Order. However, although a supervisor’s failure to fulfill his/her responsibility may result in disciplinary action being taken against the supervisor, up to and including dismissal, such failure does not, in any way, excuse the employee’s violation of this Order or negate the agency’s disciplinary action against the employee.

**CAUTION:** No physical force may be used against an employee to enforce any order under this policy. The employee must be advised that noncompliance with a supervisor’s order will be viewed as refusal to obey the order of a supervisor and subject to discipline, up to and including dismissal.

**CAUTION:** Supervisors are to restrict communications concerning possible violations of this policy to those persons who are participating in the evaluation, investigation or disciplinary action and who have a “need to know” about the details of the drug/alcohol evaluation, investigation and disciplinary action. This restriction includes not mentioning the names of employees who are suspected of, or disciplined for, violating this policy.

IV. DISCIPLINARY ACTIONS

A. If it is determined after the appropriate predisciplinary meeting that any of the following situations apply, the employee shall be dismissed even for the first offense for the following conduct.

1. Members of the Classified Service of the Police and Fire Departments or Deputy Sheriffs that violate their respective departments’ prohibitions regarding illegal use of controlled substances;

2. Safety-sensitive members of the Department of Aviation that violate their department’s prohibitions regarding alcohol or drug use;

3. The employee has endangered the lives of others, or foreseeably could have endangered the lives of others;

4. The employee refuses to submit to any testing under this Order including, but not limited to, pre-placement, reasonable suspicion, random, post-accident, return to duty, follow-up or unannounced testing;

5. The employee uses, or attempts to use, a masking agent to alter the sample and/or drug and/or alcohol test results;

6. The employee’s disciplinary history compels dismissal as a matter of progressive discipline;

7. The employee has refused to enter into a Stipulation and Agreement;

8. The employee has violated the Stipulation and Agreement;
9. The employee violates Executive Order 94 for the second time in the employee’s career with the City and County of Denver and/or its agencies.

B. A first time violation of this policy, which does not result in a dismissal pursuant to Section IV (A) of this Order shall result in a lesser disciplinary action in conjunction with a Stipulation and Agreement for treatment.

1. Employee Assistance Counselors of the Mayor’s Office of Employee Assistance, or such other substance abuse professional(s) as may be designated, shall conduct an assessment of the employee and create a treatment plan.

2. Each such agreement shall be in writing and approved by the City Attorney’s Office. The City shall offer no employee more than one such agreement during his or her employment with the City.

3. Employees who participate in a supervisor-approved inpatient treatment plan shall be allowed to take one (1) day per month sick leave or vacation leave, or allowed to work one (1) day per month but not in safety-sensitive positions, to assure continued health coverage.

V. MISCELLANEOUS PROVISIONS

A. Driver’s License

It is the responsibility of employees required to drive as part of their assigned duties or job specifications to report to their appointing authority any loss of a driver’s license or the restriction of driving privileges, no later than the beginning of the employee’s next scheduled shift. Every employee who is required to drive, as part of their assigned duties or job specifications, shall certify that they have a current valid driver’s license in accordance with Executive Order 25 as may be amended from time to time.

B. Searches

1. Before any search is conducted, supervisors shall contact the City Attorney’s Office for guidance.

2. Management has the right to search City-owned property, e.g., a desk, storage cabinet or City vehicle, when the search is necessary for a non-investigatory work-related purpose such as retrieving a needed file. Additionally, management may search City-owned property, e.g., a desk, file cabinet, locker, or City vehicle, when predicated by reasonable suspicion that evidence of misconduct will be found. Finally, management may search an employee’s personal property, e.g., their personal vehicle parked on City property, lunch boxes, briefcases, purses, tool kits, and backpacks, upon consent of the employee.
3. Clearly posted notices explaining the City's right to carry out search activities should be displayed in appropriate locations throughout the work area. The posted notices should contain the language listed above in paragraph V (B) (2) of this Order. Any deviation from this language must be approved by the City Attorney's Office prior to posting.

C. Contracts

1. This Executive Order is applicable to contract personnel. Violation of these provisions or refusal to cooperate with implementation of the policy can result in the City’s barring contract personnel from City facilities or from participating in City operations.

2. All City contracts shall inform contractors doing work for the City about this Executive Order.

D. Mayor's Office of Employee Assistance and Department of Safety Psychologists

The City maintains the Mayor’s Office of Employee Assistance (MOEA) and provides Department of Safety psychologists who offer help to employees who suffer from alcohol or drug use or other personal or emotional issues. It is the responsibility of each employee to seek help from the MOEA, Department of Safety psychologist or other appropriate health care professionals before alcohol and drug use leads to disciplinary actions.

E. Memorandum to this Order

The City Attorney shall have the authority to amend definitions and drug testing cut-off levels contained in the Order’s Memorandum, from time to time, consistent with Colorado statutes and the DOT regulations, without obtaining signatures of the Mayor or City Council. For purposes of this Executive Order, all references to Agency head, Department head or appointing authority will also include the designee of the Agency head, Department head or appointing authority.
Approved for Legality:

J. Wallace Wortham, Jr.
City Attorney

Approved:

Wellington E. Webb
MAYOR

Bruce Baumgartner
Manager of Aviation

Dr. Chris Veasey, Jr.
Manager of Environmental Health

Thomas J. Migaki
Manager of General Services

James Mejia
Manager of Parks & Recreation

Stephanie Foote
Manager of Public Works

Cheryl D. Cohen
Manager of Revenue

Tracy Howard
Manager of Safety

Dorina Good
Manager of Human Services
MEMORANDUM NO. 94A

TO: All Agencies Under the Mayor

FROM: John W. Hickenlooper
Mayor

DATE: August 26, 2004

SUBJECT: STATUTORY PROVISIONS

This memorandum to Executive Order 94 was originally referred to as an addendum, effective April 10, 1989, amended April 13, 1999, January 10, 2000, March 1, 2000, March 15, 2001 and is hereby continued in effect as amended and retitled as a memorandum this August 26, 2004. This Memorandum shall be attached to and become a part of Executive Order 94, dated, October 29, 2002, subject “City and County of Denver Employees’ Alcohol and Drug Policy.”

I. ALCOHOL PROVISIONS

A. Under the Colorado statutes, as may be amended from time to time, “impaired by alcohol” is defined as having 0.05 grams of alcohol (per two hundred ten liters of breath or per one hundred milliliters of blood), but less than 0.08 grams of alcohol. Under the “influence of alcohol” is defined as having 0.08 or more grams of alcohol (per two hundred ten liters of breath or per one hundred milliliters of blood).

B. Under the DOT regulations, as may be amended from time to time, "under the influence of alcohol" is defined as having 0.04 percent alcohol concentration, or more; as prescribed by state law; or in the event of refusal to undergo such testing as is required by the state or jurisdiction.

DOT regulations, as may be amended from time to time, state that post-accident alcohol testing should be administered within two (2) hours following the accident, but must be administered within eight (8) hours following the accident. **These DOT time frames shall also apply to testing under this Executive Order unless otherwise specified within this Order.**

II. ILLEGAL DRUG PROVISIONS

A. Illegal drugs, including controlled substances, are defined in Colorado Revised Statutes §12-22-303.
B. “Subject to the effects of an illegal drug” is to be determined consistent with the confirmation test levels established by the DOT regulations, as may be amended from time to time:

Marijuana metabolites - ------------------------------ - 15 ng
Cocaine metabolite - ------------------------------- - 150 ng
Opiates:
  Morphine - ------------------------------------- - 2,000 ng
  Codeine - --------------------------------------- - 2,000 ng
  Phencyclidine - ---------------------------------- - 25 ng
Amphetamines:
  Amphetamine - ----------------------------------- - 500 ng
  Methamphetamine - ----------------------------- - 500 ng

Drug testing shall be administered no later than thirty-two (32) hours after the accident. These DOT time frames shall also apply to testing under this Executive Order unless otherwise specified within this Order.
EXECUTIVE ORDER NO. 112

TO: All Departments and Agencies Under the Mayor

FROM: John W. Hickenlooper, Mayor

DATE: October 30, 2006

SUBJECT: Violence in the City Workplace

Purpose: This Executive Order establishes the policy and procedures to be followed by departments and agencies regarding violence involving employees of the City and County of Denver. The purpose of this Executive Order is to reduce the risk of all forms of violence that impact the workplace. Former Executive Order 112, “Violence in the Workplace,” dated February 07, 1995, is hereby cancelled and superseded by this Executive Order No. 112, Violence in the City Workplace, dated, October 30, 2006.

1.0 Applicable Authority: The applicable authority relevant to the provisions and requirements of this Executive Order No. 112, are found in Section 2.2.10 (A) & (C) of the Charter of the City and County of Denver, 2002 revised.

2.0 Policy: Violence has no place in any of the City and County of Denver’s work locations or at any City-sponsored event, and is strictly prohibited. Moreover, violence committed by employees of the City and County of Denver, whether on-duty or off-duty, reflects poorly on the City and County of Denver and is strictly prohibited. A common form of violence is domestic or family violence, which also is strictly prohibited when the City’s employees are the perpetrators of such violence.

Domestic and Family Violence: The City shall endeavor to prevent and reduce the effects of domestic and family violence in the workplace. There are at least three ways domestic and family violence can impact the workplace: (1) A perpetrator of domestic or family violence is employed by the City; (2) A victim of domestic or family violence is employed by the City; (3) an act of domestic or family violence occurs in a City work location or at a City-sponsored event. The City is committed to providing support to victims of domestic and family violence as appropriate, and not tolerating perpetrators of domestic and family violence.

Bringing any kind of weapon to a City work location or a City-sponsored event is strictly prohibited, unless an employee is required to carry a weapon as part of his or her City position. This prohibition includes the possession of weapons in violation of federal, state, or local law.

City employees who perpetrate violence, whether on-duty or off-duty, or who bring a weapon to a City work location or a City-sponsored event, or otherwise violate this Executive Order may be subject to disciplinary action, up to and
Executive Order No. 112
Page 2

including dismissal, and possible criminal action. Failure of a managerial or supervisory employee to enforce this Executive Order may result in disciplinary action against the manager or supervisor, up to and including dismissal.

City employees who violate a valid court order issued by a court of any record within the United States of America that prohibits conduct, limits physical movement, or regulates child custody, or otherwise violate this Executive Order and may be subject to disciplinary action, up to and including dismissal, and possible criminal action.

3.0 Definitions:

Violence is defined, but not limited to:

(a) the actual or attempted: physical assault, beating, improper touching, striking, shoving, kicking, grabbing, stabbing, shooting, punching, pushing, rape, use of a deadly weapon; or

(b) the actual or attempted: threatening behavior, verbal abuse, intimidation, harassment, obscene telephone calls or communications through a computer system, swearing at or shouting at, stalking.

Other prohibited acts include:

(a) any violation of a valid court order issued by any court of record within the United States of America, which restrains and prohibits any person from communicating with or contacting in any manner, threatening, beating, striking, or assaulting any other person, or;

(b) any violation of a valid court order issued by any court of record within the United States of America, which requires a person to leave certain premises, or prohibit from entering or remaining on such premises or any specified area; or

(c) any violation of a valid court order issued by any court of record within the United States of America, which regulates child custody,

(d) for an employee to be found in violation of this Executive Order, the agency must possess information that such person has been personally served with any such order or otherwise acquired from the court actual knowledge of the contents of any such order.

Domestic violence is defined as an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship, meaning
a relationship between spouses, former spouses, past or present unmarried couples, same-sex couples, persons who dated or formerly dated or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time.

**Family violence** is defined as an act or threatened act of violence upon a person with whom the actor is or has been related to by blood or marriage, including but not limited to the actor's parents, grandparents, siblings, in-laws, children, and grandchildren.

**Weapon** is defined as including a device, instrument, material or substance used for, or can cause death or bodily injury, or damage to property. Weapons include, but are not limited to: an explosive or an explosive weapon, a device principally designed, made or adapted for delivering or shooting an explosive weapon, a machine gun, a rifle or shotgun, a handgun, a firearm silencer, a switchblade knife or any other type of knife, or brass knuckles, or any other implement for infliction of bodily injury, damage to property, or death which has no common lawful purpose. Pocket knives or knives used solely for eating, food preparation or food distribution, are not considered "weapons" for purposes of these Guidelines unless used to inflict bodily injury or damage to property.

### 4.0 Management/supervisory responsibilities:

In addition to ensuring that their employees are properly trained on the provisions within this Executive Order, every manager and supervisor is responsible for the following upon notice from the employee or upon becoming aware that an act of violence or violation of this Executive Order is about to occur:

(a) Contacting law enforcement in an emergency situation (including 9-911, as appropriate);

(b) Contacting the City's workplace violence coordinator (currently the Director of the Mayor's Office of Employee Assistance); the coordinator shall serve as a resource and advisor for such incidents;

(c) Taking reasonable steps to ensure, to the extent possible, the safety of any employee or member of the public who has been threatened or harmed;

(d) Ensuring a prompt and adequate response to any incident of violence that impacts the workplace, including an appropriate investigation;

(e) Sharing information about an incident on only a need-to-know basis;

(f) Allowing employees to take up to three days of leave, paid or unpaid, to address issues arising from violence suffered by an employee. If the employee has sufficient vacation or sick leave available, the employee
may elect to use either leave to cover the absence. If no leave is available to the employee, the agency shall authorize leave without pay pursuant to Career Service Rule 11-80 et.seq;

(g) Treating alleged victims, including victims of domestic or family violence, with respect and providing support as appropriate;

(h) Treating alleged perpetrators fairly; and

(i) For following any internal agency procedures enacted to address workplace violence issues. If no internal agency procedures exist, managers are required to notify upper-level supervisors if acts of workplace violence occur.

5.0 **Employee responsibilities:**

Every employee is responsible for the following upon notice or upon becoming aware that an act of violence or violation of this Executive Order is about to occur:

(a) Contacting law enforcement in an emergency situation (including 9-911, as appropriate);

(b) Immediately reporting to their supervisor or the agency’s violence contact person or the Employee Relations Unit of Career Service Authority any violence or threat of violence or unauthorized possession of a weapon or any other violation of this Executive Order;

(c) Cooperating in any investigation of a violation of this Executive Order;

(d) Respecting the privacy of co-workers and others involved in a violence incident; and

(e) Reporting to his or her immediate supervisor immediately if the employee is charged with a crime or is the subject of a restraining order or has been charged with a crime within the past year or otherwise has any pending criminal charges against him or her.

6.0 **Disciplinary Action:** Any violation of this policy by employees, including a first offense, may result in disciplinary action, up to and including dismissal. Willful failure of a supervising employee to enforce this policy may result in disciplinary action against the supervisor, up to and including dismissal. Any deliberate, unwarranted allegations of a violation of this policy may be viewed as an attempt to disrupt city operations and may result in disciplinary action.
Executive Order No. 112
Page 5

7.0 **Limitation on Liability:** The provisions contained in this Executive Order do not create or constitute any contractual rights between or among the City and County of Denver, its employees and any third party. This Executive Order is intended to set forth the policy of the City and County of Denver, without creating additional liability against the City.

8.0 **Memorandum Attachments:** The procedure(s) for implementing this Executive Order shall be defined by Memorandum Attachments to the Executive Order, which shall become a part of the Executive Order. Further, the City Attorney’s Office is responsible for the content of this Executive Order and shall have the authority to issue policy and procedure Memorandum Attachments relative to this Executive Order.
Executive Order No. 112
Page 6
Approved for Legality:

Cole Finegan
City Attorney for the City and County of Denver

Approved:

John W. Hickenlooper
Mayor

Turner West
Manager of Aviation

Nancy Severson
Manager of Environmental Health

Luis A. Colón
Manager of General Services

Kim Bailey
Manager of Parks & Recreation

“Guillermo” Bill Vidal
Manager of Public Works

David J. Hart
Acting Manager of Revenue

Alvin J. LaCabe, Jr.
Manager of Safety

Roxane White
Manager of Human Services

Peter Park
Director of Planning & Development
MEMORANDUM NO. 112A

TO: All Departments and Agencies Under the Mayor

FROM: John W. Hickenlooper, Mayor

DATE: October 30, 2006

SUBJECT: Examples of unacceptable behavior that is prohibited by the Executive Order:

This Memorandum shall be attached to and become a part of Executive Order No. 112 dated, October 30, 2006 subject “Violence in the City Workplace.”

1.0 The following conduct will not be tolerated (this is not an exhaustive list but rather it provides some examples of unacceptable behavior):

a. Intimidating, threatening or hostile behaviors, physical assault, vandalism, arson, sabotage, unauthorized use of weapons, bringing weapons onto City property (unless authorized as part of one’s job, e.g., a police officer or deputy sheriff) or other acts of this type which are clearly inappropriate to the workplace or acts of this type committed off-duty or outside of the workplace by a City employee, which reflect poorly on the City.

b. Jokes or comments regarding violent acts, which are perceived to be a threat of harm.

c. Encouraging others to engage in the negative behaviors prohibited by this policy.

d. Employee or contract employee acting out while on the job in any abusive manner towards another person including with whom there is an “intimate relationship” as defined above, or is a family member, whether or not the victim is employed by the city.

e. Use of any city property (i.e. phone, computer, agency letterhead, etc.) at any time to harass, threaten, disturb, or abuse someone including with whom there is an “intimate relationship” as defined above, who is a family member.

f. Any employee or contract employee intimidating, threatening, assaulting, harassing, disturbing, or abusing any other employee including with whom there is an “intimate relationship” as defined above, who is a family member.
Executive Order No. 112
Page 8

g. Any retaliation against a person who initiates a complaint or an inquiry about behaviors that is in violation of this policy.

h. Any act of domestic violence or family violence that result in a criminal charge or conviction of federal, state, or local law.
MEMORANDUM NO. 112B

TO: All Departments and Agencies Under the Mayor

FROM: John W. Hickenlooper, Mayor

DATE: October 30, 2006

SUBJECT: Agency Responsibilities Under the Executive Order:

This Memorandum shall be attached to and become a part of Executive Order No. 112 dated, October 30, 2006 subject “Violence in the City Workplace.”

Purpose The impact on the work environment can occur in numerous ways. For example, if the employee is a perpetrator of domestic or family violence s/he may use work time on the job to harass or stalk the victim. This employee may also require work coverage due to court appearances or incarceration. If the employee is a victim of domestic or family violence the employee may be harassed at work through unwanted telephone calls and/or visits from the perpetrator. Extensive absenteeism (from abuse or court appearances) and/or tardiness (abusers will often make victims late for work as a part of his/her control) can also occur. The abuser may call and harass co-workers or the victim’s supervisor, in an attempt to locate the victim or have the victim terminated. If both the victim and abuser work for the City, the perpetrator may have easier access to the victim and use that ability to harass, abuse, embarrass, and/or retaliate against the victim.

1.0 Violence In The Workplace Incident Coordination – Emergency Situation:

Every manager and supervisor is responsible for the following upon notice from the employee or upon becoming aware that an act of violence or violation of this Executive Order is about to occur. The following steps should also be taken by employees whom the violence/abuse is directed if they are safely able to do so.

a) Call 9-1-1 if there is an immediate emergency. Do not try to physically intervene. Do make every attempt to remove yourself from the dangerous area.

b) Notify a supervisor/office manager if that person is not aware of the situation.

c) Notify building security and follow any necessary safety measures.

d) Inform any personnel of the situation who may be in direct or indirect danger.
Executive Order No. 112
Page 10

287

2.0 Management Responsibility – When Violence is Reported or Suspected in a Non-Emergency Situation:

If an employee discloses to a supervisor s/he is in an abusive relationship or upon the supervisor becoming aware that an act of violence or violation of this Executive Order is about to occur, the supervisor should take the following steps:

a) Inquire if the employee is in any perceived danger or in fear of any sort of retaliation by the abuser.

b) Inquire how the agency can help.

c) Consider whether a protection order should be obtained by the agency. Contact City Attorney’s Litigation Section for assistance pursuant to C.R.S. §13-14-102.

d) Refer the employee to the Mayor’s Office of Employee Assistance for appropriate referrals, safety planning, counseling, and support services. After the employee has met with the Mayor’s Office of Employee Assistance, the supervisor should review the safety plan and institute any necessary and appropriate changes that are practicable within the workplace.

e) Assure confidentiality unless there is concern about the welfare and safety of others, or unless the agency is legally required to disclose the information. Contact the City Attorney’s Litigation Section Enforcement Section for assistance.

f) Offer flexibility in the employees work schedule, change in telephone extension (unless it is the agency’s main phone line), and/or screening of phone calls, and if possible a change in work station location.

g) Notify security if the perpetrator is harassing the victim while at work or causing problems for the agency. If possible provide a picture of the perpetrator to security or local law enforcement notifying them of the current situation. Be sure to also provide security or local law enforcement with copies of any protective orders.
h) Honor all protective orders issued by a court. If the perpetrator violates the victim’s protective order encourage the victim to call the police, or if the victim wishes to maintain confidentiality, allow him/her to go to another location to report the violation. If the perpetrator violates the agency’s protective order notify the police immediately.

i) If the victim is in need of time off to take care of issues that may arise due to the abusive situation, and has accrued leave, all accommodations should be made to allow the victim additional time off. By law the supervisor is required in some cases to authorize up to three days leave if the employee has no accrued leave (C.R.S. §24-34-402.7). If no leave is available to the employee, the agency shall authorize leave without pay pursuant to Career Service Rule 11-80 et.seq. The law also prohibits an employer from penalizing certain employees who are in a domestic violence situation from taking up to three days leave, paid or unpaid, to get a restraining order, obtain medical care or counseling, locate safe housing, or prepare for or attend legal proceedings. In addition, the City feels that it is appropriate to adjust an employee’s work schedule and be flexible with providing paid and unpaid leave beyond the three days, so that the victim can obtain necessary medical care, counseling, or legal assistance.

j) Never require that the employee take particular steps to stop the abuse.

k) Continue to check in with the employee and ask that s/he continue to keep you informed.

l) Document what actions were taken by the agency.

3.0 If a supervisor suspects an employee is being abused, the following steps should be taken:

a) Do not ignore the situation.

b) Ask direct questions in a nonjudgmental way. Inquire if someone is hurting him/her, or if bruising has been noticeable, inquire how the injury was sustained. Be sure to express concern and support for the person. Call the Mayor’s Office of Employee Assistance to determine the appropriate questions to ask.

c) Do not force the employee to disclose the abuse as privacy rights need to be respected.

d) Document your concerns and what actions were taken.
Executive Order No. 112
Page 12

e) If the employee confides that they are in an abusive relationship the supervisor should follow the guidelines set forth in Section 2.0 of this Memorandum.

4.0 **If an Employee is the Perpetrator of Abuse:**

Employees who become aware of behaviors by other employees that could reasonably lead to serious bodily injury are required to report such conduct to their supervisor or department manager, including any criminal activity outside of work hours. When a supervisor is aware of any policy violations, the following should be done:

a) Impose discipline for any violations of the Executive Order, the Career Service Rules, or other City or agency policies, up to and including dismissal.

b) Investigatory leave should also be considered when a violation of this Executive Order occurs. Contact the City Attorney’s Office Litigation Section for advice on appropriate disciplinary steps.

c) If an employee is arrested on criminal charges that include domestic violence or family violence for an incident that occurred outside of work time, the employee should notify his/her supervisor. The supervisor should then place the employee on notice to keep the agency informed of the outcome of his/her case. If the employee is charged or convicted of the crime, disciplinary action should be considered, and taken, if appropriate.

d) If counseling is required as a part of any disciplinary actions, the treatment provider must be state approved to provide domestic violence counseling. Office of Employee Assistance can provide the appropriate referral.

e) Always maintain that there is no excuse for violence.

f) Document all disciplinary actions taken.
MEMORANDUM NO. 112C

TO: All Departments and Agencies Under the Mayor

FROM: John W. Hickenlooper, Mayor

DATE: October 30, 2006

SUBJECT: Employee Responsibilities Under the Executive Order:

This Memorandum shall be attached to and become a part of Executive Order No. 112 dated, October 30, 2006 subject “Violence in the City Workplace.”

Employee Responsibility

If employees disclose that they are in an abusive situation:

a) Suggest that they speak to their supervisor or Office of Employee Assistance.

b) If the employee relays any information to another individual that the perpetrator may try to harm the victim at work or harm any other employees or the public, the co-worker must report this to their supervisor.

c) Employees who are a victim of domestic violence and are subjected to any of the behaviors listed in this policy should report the incident to their supervisor, or the agency personnel officer. Support services will be provided and appropriate accommodations will be made when practicable.