

**RULE 10**

**CLASSIFIED SERVICE RANKS AND GRADES  
AND APPOINTED OR ASSIGNED POSITIONS  
IN THE FIRE AND POLICE DEPARTMENTS <sup>1 2 3</sup>**

*(Adopted September 25, 2004)*

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<sup>1</sup> **Editor’s Note:** The number designations of all rules were converted from Roman to Arabic numerals.

<sup>2</sup> **Editor’s Note:** The provisions of this Rule 10 were first adopted effective September 25, 2004. Rule 10 was previously titled as *Provisional and Emergency Appointments*. All provisions of the prior rule were deleted in their entirety because the authorizing sections of the Charter [§ 9.4.4, formerly C5.66; and § 9.4.5, formerly C5.71] regarding provisional and emergency appointments were repealed.

<sup>3</sup> **Charter Annotation:** The various sections of this Rule 10 reflect the variously cited provisions in Article IX Parts 5 and 6 of the Charter.

**Section 1. Fire Department – Classified Service Ranks and Grades.**

*(Adopted September 25, 2004)*

By Charter § 9.5.4, the Classified Service of the Fire Department shall only consist of the following ranks and grades:

- A. **Ranks**: Assistant Chief, Captain, Lieutenant, Engineer, Firefighter; Superintendent of Fire Alarm, Assistant Superintendent of Fire Alarm, Fire Systems Technical Specialist; Master Mechanic, Assistant Master Mechanic, and Mechanic.
- B. **Grades of Firefighter**: 1st Grade, 2nd Grade, 3rd Grade, 4th Grade.
- C. **Grades of Fire Systems Technical Specialist and Mechanic**: I, II, III, IV, V.

**Section 2. Fire Department – Original Appointment to the Classified Service and Progression in Grades Following Appointment.**

*(Adopted September 25, 2004; Amended May 24, 2005)*

**A. Appointment to Rank of Firefighter:**

- 1. **Firefighter 4th Grade**: A member of the Fire Department shall be a Firefighter 4th Grade from the date of original appointment and until such time as the member has served nine (9) months after completion of the Fire Academy.
- 2. **Firefighter 3rd Grade**: A member of the Fire Department shall be a Firefighter 3rd Grade if that member has served for more than nine (9) months after completion of the Fire Academy and less than twenty-one (21) months after the completion of the Fire Academy.
- 3. **Firefighter 2nd Grade**: A member of the Fire Department shall be a Firefighter 2nd Grade if that member has served for twenty-one (21) months or more after completion of the Fire Academy and less than thirty-three (33) months after the completion of the Fire Academy.
- 4. **Firefighter 1st Grade**: A member of the Fire Department shall be a Firefighter 1st Grade if that member has served for thirty-three (33) months or more after completion of the Fire Academy.

**B. Appointment to Rank of Firefighter pursuant to an Intergovernmental Agreement:** <sup>4</sup>

*(Adopted May 24, 2005)*

An applicant employed under Charter § 9.3.11(E)(iii) and Commission Rule 17 § 3 may be appointed to any grade at the rank of Firefighter as provided by Charter § 9.5.5(B). However, in no case shall such applicant receive original appointment at a grade higher than Firefighter 1<sup>st</sup> Grade. Unless otherwise provided by the terms of a Commission approved intergovernmental agreement, such applicants shall receive original appointment to the rank of Firefighter at a grade as provided herein below.

1. An applicant who receives original appointment prior to successful completion of a Denver Fire Department training academy shall be appointed to the rank and grade of Firefighter 4<sup>th</sup> Grade until such time as the member has successfully completed the training academy. Upon the member's successful completion of the training academy, the Manager of Safety, at his/her discretion, may then appoint the member, based upon merit, experience, and/or record, to Firefighter 4<sup>th</sup> Grade, 3<sup>rd</sup> Grade, 2<sup>nd</sup> Grade, or 1<sup>st</sup> Grade.
2. An applicant who receives original appointment after successful completion of a Denver Fire Department training academy may receive original appointment, at the discretion of the Manager of Safety, and based upon merit, experience and/or record, to Firefighter 4<sup>th</sup> Grade, 3<sup>rd</sup> Grade, 2<sup>nd</sup> Grade, or 1<sup>st</sup> Grade.
3. Should the Manager of Safety choose to make discretionary appointments as referenced in subparagraphs (1) and (2) above, the Manager shall establish, prior to any original appointment made pursuant to a particular agreement, standards or criteria upon which such appointments shall be made. Further, the Manager shall provide to the Commission written notice of the standards or criteria to be used, and shall also make such standards or criteria available to interested applicants.
4. For any applicant receiving appointment at the discretion of the Manager of Safety, the time spent in grade, prior to progression to the next grade, shall be as follows:
  - a. Firefighter 4<sup>th</sup> Grade: Any time spent in an academy immediately following original appointment, plus nine (9) months.
  - b. Firefighter 3<sup>rd</sup> Grade: Twelve (12) months.
  - c. Firefighter 2<sup>nd</sup> Grade: Twelve (12) months.

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<sup>4</sup> **Charter Annotation:** Charter § 9.3.11(E)(iii) authorizes the original appointment of Fire Department personnel pursuant to a duly approved intergovernmental agreement, and was adopted in the election of May 3, 2005.

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5. In the event that the terms of an intergovernmental agreement do not specify the Firefighter grade to which applicants are to be appointed, and the Manager does not establish standards or criteria for his/her discretionary appointment of applicants to Firefighter grades, then appointments and progression in grade shall be as provided in this Rule 10 § 2(A).
6. Any Firefighter retained or appointed to a grade, as provided in this Section 2(B), shall have no right to seek review of that decision before the Civil Service Commission, the Chief of the Fire Department, or the Manager of Safety.

**C. Appointment to Rank of Fire Systems Technical Specialist or Mechanic:**

*(Subsection designation only amended May 24, 2005)*

Individuals receiving original appointment to the rank of Fire Systems Technical Specialist or Mechanic shall progress through from grade V to grade I as follows:

1. Grade V: A member shall be a grade V from date of original appointment and until such time as the member has served twelve (12) months after original appointment.
2. Grade IV: A member shall be grade IV if that member has served twelve (12) months or more after original appointment and less than twenty-four (24) months.
3. Grade III: A member shall be grade III if that member has served twenty-four (24) months or more after original appointment and less than thirty-six (36) months.
4. Grade II: A member shall be a grade II if that member has served thirty-six (36) months or more after original appointment and less than forty-eight (48) months.
5. Grade I: A member shall be a grade I if that member has served forty-eight (48) months or more after original appointment.

**Section 3. Fire Department –Appointed or Assigned Positions Not Within the Classified Service.**

*(Adopted September 25, 2004)*

- A. The City Charter provides for the following additional appointed or assigned positions in the Fire Department:
  1. Chief of the Fire Department: By Charter § 9.5.1, the Chief is appointed by the Mayor from the rank of Assistant Chief.
  2. Deputy Chief and Division Chief: By Charter § 9.5.2, the Chief of the Fire Department, with approval of the Manager of Safety, may assign from the rank of Assistant Chief not more than one (1) member to perform the duties of Deputy Chief and not more than six (6) members to perform the duties of Division Chief.

3. Technician: By Charter § 9.5.4(B), the Chief of the Fire Department may assign Firefighters 1<sup>st</sup> Grade to perform the duties of Technician.
- B. For the purpose of computing time served in a Classified Service rank and/or grade, any time served in the above noted assignments shall be considered as time served in the Classified Service rank and/or grade concurrently held by the member.

**Section 4. Police Department – Classified Service Ranks and Grades.**

*(Adopted September 25, 2004)*

By Charter § 9.6.6, the Classified Service of the Police Department shall only consist of the following ranks and grades.

- A. **Ranks**: Captain, Lieutenant, Sergeant, Police Officer.
- B. **Grades of Police Officer**: 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, Recruit.

**Section 5. Police Department – Progression in Grades Upon Original Appointment to the Rank of Police Officer.**

*(Adopted September 25, 2004)*

An individual receiving original appointment to the Rank of Police Officer shall progress through from the grade of Recruit to the grade of 1<sup>st</sup> Grade as follows, except as may be provided herein in Section 6 for those appointed from a Certified Peace Officer eligible register.

- A. Police Officer Recruit: A member of the Police Department shall be a Police Officer Recruit from the date of original appointment and until such time as the member has completed the Police Academy and has been certified as a peace officer by the State of Colorado.
- B. Police Officer 4th Grade: A member of the Police Department shall be a Police Officer 4th Grade after completion of the Police Academy and certification as a peace officer by the State of Colorado have occurred and until the member has served nine (9) months thereafter.
- C. Police Officer 3rd Grade: A member of the Police Department shall be a Police Officer 3rd Grade if that member has served for more than nine months after completion of the Police Academy and less than twenty-one months after the completion of the Police Academy.

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- D. Police Officer 2nd Grade: A member of the Police Department shall be a Police Officer 2nd Grade if that member has served for twenty-one months or more after completion of the Police Academy and less than thirty-three months after the completion of the Police Academy.
- E. Police Officer 1st Grade: A member of the Police Department shall be a Police Officer 1st Grade if that member has served for thirty-three months or more after completion of the Police Academy.

**Section 6. Police Department - Certified Peace Officers Appointed to the Rank of Police Officer under Charter § 9.3.11(E)(i) (“Lateral Hire”).**

*(Adopted September 25, 2004)*

- A. Applicants who receive original appointment from a respective eligible register for a Certified Peace Officer under the terms of Charter § 9.3.11(E)(i) shall be appointed to Police Officer Recruit until such time as that member has successfully completed the Police Academy and is certified as a peace officer by the State of Colorado, at which time the Manager of Safety, at his or her discretion, may appoint the member as a Police Officer 4<sup>th</sup> Grade or may appoint the member, based upon merit, experience, or record, to one of the following ranks:
  - 1. The rank of Police Officer at 3<sup>rd</sup> Grade, if that member has less than five years of prior experience;
  - 2. The rank of Police Officer at 2<sup>nd</sup> Grade, if that member has more than five years of prior experience but less than eight years of prior experience; or
  - 3. The rank of Police Officer at 1<sup>st</sup> Grade, if that member has eight or more years of prior experience.
- B. If upon completion of the Police Academy the member serves as a Police Officer at 3<sup>rd</sup> Grade or a Police Officer at 2<sup>nd</sup> Grade, the member shall serve a full year at such grade before advancement to the next grade.
- C. The Police Officer retained or appointed to a grade as described herein shall have no right to seek review of that decision before the Civil Service Commission, Chief of the Police Department, or the Manager of Safety.
- D. Appointments made pursuant to Charter § 9.3.11(E)(i) and this sub-section shall be considered original appointments and shall require completion of a full nine month probationary period after having successfully completed the Police Academy.

**Section 7. Police Department –Appointed or Assigned Positions Not Within the Classified Service.**

*(Adopted September 25, 2004)*

- A. The City Charter provides for the following additional appointed or assigned positions in the Police Department:
1. Chief of the Police Department: By Charter § 9.6.1, the Chief shall be appointed from within the Classified Service or shall be hired from outside of the Classified Service, by the Mayor.
  2. Deputy Chief: By Charter § 9.6.3, the Chief of the Police Department, with approval of the Manager of Safety, may assign from the rank of Captain not more than two (2) members to perform the duties of Deputy Chief.
  3. Division Chief and Commander: By Charter § 9.6.3, the Chief of the Police Department, with approval of the Manager of Safety, may assign from the rank of Captain or Lieutenant not more than five (5) members to perform the duties of Division Chief, and not more than twelve (12) members to perform the duties of Commander.
  4. Detective, Technician and Corporal: By Charter § 9.6.5, the Chief of Police may assign a Police Officer 1<sup>st</sup> Grade to perform the duties of Detective, Technician, or Corporal.
- B. For the purpose of computing time served in a Classified Service rank and/or grade, any time served in the above noted assignments shall be considered as time served in the Classified Service rank and/or grade concurrently held by the member.

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