



**Civil Service Commission**  
Police and Fire Classified Service

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**INFORMATIONAL MEMORANDUM**  
(Provided at Registration)

**TO:** Candidates for the 2019 Police Sergeant Examination

**FROM:** Earl E. Peterson  
Executive Director

**SUBJECT:** **Orientation Sessions; Disciplinary History Assessment; Confidentiality; Written Test; Official Reading List; Job Description.**

**DATE:** May 1, 2019

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

**ORIENTATION SESSIONS**

This is the only communication you will receive prior to the Orientation sessions being held on **June 11, 2019 at 1:00 p.m.** and **June 12, 2019 at 9:00 a.m.** You are strongly encouraged to attend one of the two duplicate sessions. The Orientations are being held at the **Denver Post Building located at 101 W. Colfax Avenue in the first floor Auditorium.** A video of each Orientation session will be made available to candidates on a scheduled basis.

**DISCIPLINARY HISTORY ASSESSMENT**

This is the only communication you will receive prior to the Disciplinary History Assessment. Any request for a deferral must be received in writing, at the Commission, by 4:30 p.m. on June 27, 2019. If you have any concerns about your history of Sustained Cases, the deadline to check, correct and verify your records contained in the I.A.B. database is 4:30 p.m. on June 24, 2019.

**CONFIDENTIALITY**

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



**An Equal Opportunity Employer**  
**Commissioners**  
Kelsey Green – Sylvia Murry - Joseph G. Sandoval  
**Executive Director**  
Earl E. Peterson

## WRITTEN TEST

The Written (Multiple Choice) Test is tentatively scheduled for **July 23, 2019**, at the **Denver Police Academy** located at 2155 North Akron Way, in Denver. **Registration will begin at 8:00 a.m. and will close promptly at 8:30 a.m.** Candidates who arrive later than 8:30 a.m. for registration shall not be allowed to take the test and shall be disqualified. Candidates will be allotted a minimum of three (3) hours to complete the test. The Written (Multiple Choice) Test will be administered to all interested registered candidates who pass the Disciplinary History Assessment, or for whom the Disciplinary History Assessment has been deferred.

The reading materials can be purchased on the Amazon.com website at <http://www.amazon.com>. **Emotional Survival for Law Enforcement** by Kevin M. Gilmartin, Ph.D (2002), First Edition, Paperback and **It's Your Ship: Management Techniques from the Best Damn Ship in the Navy** by Captain D. Michael Abrashoff (2012) 1<sup>st</sup> Edition, Paperback.

The **Department Study Material** on the *Official Reading List* was drawn from several sources and provided by the Department on April 5, 2019. All items comprising the Department Study Material have been combined into a study packet. The Department Reading Material will be available for downloading at the time of Registration. To download, please go to [www.denvergov.org/civilservice](http://www.denvergov.org/civilservice) and select the "Promotional Police" link on the right side. There will be a link located under the 2019 Police Sergeant Examination Schedule to the Department Reading Material.

## ASSESSMENT CENTER

The Assessment Center is tentatively scheduled to be administered on August 28 or August 29 and starting September 4 and ending September 13, 2019, at the Denver Post Building, 7th floor. The Assessment Center will be administered to all interested candidates who pass the Written (Multiple Choice) Test, and who follow all examination regulations and instructions.

## JOB DESCRIPTION

A copy of the Job Description for the rank of Sergeant is available on the Commission's web site ([www.denvergov.org/civilservice](http://www.denvergov.org/civilservice)). Click on the link to Promotional Police Tests, the the link underneath the Police Sergeant Examination 2019's tentative schedule.

### IF YOU HAVE ANY QUESTIONS...

...regarding this memorandum, the Official Reading List, or the Announcement of Examination, or should you have any problems obtaining the Textbook, please immediately contact the Civil Service Commission's main office at 720-913-3371.