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**Do not remove until September 26, 2021**

**CIVIL SERVICE COMMISSION  
ANNOUNCEMENT OF EXAMINATION  
SERGEANT - DENVER POLICE DEPARTMENT**

**May 3, 2021 (updated 05/14/2021)**

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

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 The provisions of this Examination Announcement may be modified, rescinded, or revised, in writing, by only the Civil Service Commission, which reserves the right to unilaterally modify, cancel or alter the provisions of this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

Sergeant annual starting salary (January 1, 2021): ..... \$113,137.00

<b>Abbreviated Examination Schedule</b>	
Registration	May 3 – June 3, 2021
Orientation Sessions	June 15-16, 2021
Disciplinary History Assessment	June 28, 2021
Written (Multiple Choice) Test (updated)	July 26, 2021
Assessment Center Writing Exercise	September 8, 2021
Two Remaining AC Exercises	September 13-17 and 20-21, 2021

**REASONABLE ACCOMMODATION PER THE AMERICANS WITH DISABILITIES ACT:** Please see pages 6.

**REASONABLE ACCOMMODATION FOR LINE OF DUTY INJURY:** Please see page 6.

**REASONABLE ACCOMMODATION OF MILITARY LEAVE:** Please see page 6.

**JOB DESCRIPTION:** Copies of the job description will be made available to all candidates on the Commission website [www.denvergov.org/civilservice](http://www.denvergov.org/civilservice).

**ELIGIBILITY:** To be eligible for the Sergeant examination, candidates **1)** must have duly held the rank of Police Officer, Denver Police Department, for a period of forty-eight (48) full months before June 28, 2021 (first day of administration of the first examination component); **2)** must be duly appointed to the Classified Service rank and grade of Police Officer, 1<sup>st</sup> Grade, Denver Police Department; **3)** must have held the rank and grade of Police Officer 1<sup>st</sup> Grade for a continuous period of not less than nine (9) full months before June 28, 2021, and; **4)** must currently be a member of the Classified Service. Time served

in the appointed ranks of Detective, Technician, and Corporal does count as time served in the Classified Service rank and grade of Police Officer, 1<sup>st</sup> grade.)

**REGISTRATION:** Registration for the Sergeant examination **begins at 9:00 a.m. on May 3, 2021**, and **ends at 4:30 p.m. on June 3, 2021**. No exceptions will be made. Candidates will be able to locate the registration link via logging into their Workday profiles, selecting the **Career** icon in the bottom righthand corner, choosing the **Find Jobs – CCD** under View, and using the search bar to find this job. A resume does not need to be uploaded.

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

**PREPARATION OF EXAMINATION:** According to its rules, the Commission contracted with the firm of FirstIdea to assist in the development and administration of this examination. This firm has an extensive professional background in test development and will be working in consultation with the Commission staff and department subject matter experts.

**ORIENTATION SESSIONS:** Orientation sessions have been tentatively scheduled for **June 15, 2021**, from **1:00 p.m. to 3:00 p.m.**, and on **June 16, 2021**, from **9:00 a.m. to 11:00 a.m.**, via Microsoft Teams. All registered candidates for this examination are strongly encouraged to attend at least one orientation session and may attend both if they elect to do so. The content of both will be similar. Only registered candidates may attend.

The agenda for both orientation sessions is identical. However, based on specific candidate questions, some content may vary. The orientations may provide additional information not included in this announcement. The orientations will cover general information about the Disciplinary History Assessment, the written (multiple-choice) test (including Job Knowledge and Situational Judgment sections), the assessment center, the scoring of the examination, confidentiality requirements, and accommodations for those on Military Leave or Line of Duty Injury.

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

<b>EXAMINATION COMPONENT</b>	<b>MAXIMUM POINT VALUES</b>
Disciplinary History Assessment	Pass or Fail
Written (Multiple Choice) Test	35.0 points maximum
Assessment center	60.0 points maximum
Seniority	5.0 points maximum
<b>TOTAL</b>	<b>100 points maximum</b>

The maximum possible total examination score is 100 points. Of that, a maximum of thirty-five (35) points may be earned for the written (multiple-choice) test, and a maximum of sixty (60) points may be reached for the assessment center. A maximum of five (5) points may be awarded for seniority. No points may be earned or awarded for the Disciplinary History Assessment. The allocation of points is explained further in the following paragraphs.

**DISCIPLINARY HISTORY ASSESSMENT:** Candidates **will not appear in person** for this component. The Disciplinary History Assessment is tentatively scheduled for June 28, 2021. The assessment provides for a merit-based evaluation of a candidate's disciplinary history. It will be

conducted by Civil Service Commission staff. Staff will review the candidate's Internal Affairs Bureau (IAB.) Resume Report generated by I. A. PRO, which lists the candidate's history of Sustained Cases and, as necessary, will review departmental orders of disciplinary action. The assessment will be conducted by Civil Service Commission staff and is scheduled for June 28, 2021. The Disciplinary History Assessment component is graded on a Pass or Fail basis. Only those candidates who pass the Disciplinary History Assessment will be permitted to continue in the examination.

**Two (2) Defined Categories of Sustained Rule Violations Are Considered: There are two (2) defined categories of sustained rule violations** used in the assessment. Only these two (2) particular categories of sustained disciplinary rule violations, as described in Attachment A, will be considered in the Disciplinary History Assessment.

**Must Pass the Assessment in All Two (2) Categories:** A candidate must pass the assessment in all two (2) defined categories of sustained rule violations to pass the Disciplinary History Assessment. A candidate who fails in any one or more of the two categories will fail the assessment. See Attachment A.

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

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

**Deadline to Correct the I. A. B. Computerized Database:** Candidates are responsible for confirming the information in the IAB computerized database via Resume Report regarding their history of sustained disciplinary cases is accurate. A candidate will have up to, but no later than, **4:30 p.m., Wednesday, June 30, 2021,** to contact the Internal Affairs Bureau, identify any errors in the database regarding his/her disciplinary history, provide IAB personnel with the necessary documentation to correct any identified errors, and to confirm database corrections.

**MEMORANDUM, READING LIST, DEPARTMENT READING MATERIAL & JOB DESCRIPTION:** The Reading List will be available for download to all candidates upon completion of registration, along with an informational memorandum. The Reading List contains information on how to obtain all study materials. The Memorandum, the Reading List, the Department Reading Material, the 2021 Police Sergeant job description, and this Announcement of examination may be downloaded.

**WRITTEN (MULTIPLE-CHOICE) TEST:** The written (multiple-choice) test is tentatively scheduled for **Monday, July 26, 2021,** at the PPA Event Center, 2105 Decatur St., Denver, CO. **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 will 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 written (multiple-choice) test will comprise of Job Knowledge questions and may contain Situational Judgment questions. All questions will be weighed the same. A maximum of thirty-five (35) points may be earned for the written test. The written test is a closed-book test that requires candidates to respond to items without reference materials.

**Job Knowledge Questions:** Job Knowledge questions of the written test are drawn directly from the textbook's materials and the official Reading List.

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

**Scoring the Written (Multiple Choice) Test:** After a committee of departmental subject matter experts has formally reviewed the test (Angoff Committee), the answer key will be finalized, and the answer sheets will then be scored. On or about the afternoon of July 30, 2021, individual scores, by candidate ID number only, will be posted on the Commission's website and will be distributed to the Department.

The determination of the minimum passing score on the written test shall not be made by the Civil Service Commission until all candidates' answer sheets have been scored from the general administration of the written (multiple choice) test on July 26, 2021. The minimum passing score shall be set in conformance with Commission Rule 15 § 8. The Commissioners are **tentatively** scheduled to set the passing score for the written (multiple-choice) test on August 6, 2021. The passing score will be posted on the Commission's website that afternoon. It will be distributed to the Department before posting. Only those candidates who meet the cut-off score on the written (Multiple-Choice) test may advance to the assessment center.

**ASSESSMENT CENTER:** The assessment center is tentatively scheduled to be administered on September 8<sup>th</sup> or 9<sup>th</sup> and starting September 13, 2021 and ending September 21, 2021, at the Denver Post Building, 7<sup>th</sup> floor.

On August 6, 2021, a random drawing will be held at the Commission's office to determine the dates and times each candidate will participate in the assessment center. A non-participating representative of the Police Protective Association and a non-participating representative of the Denver Police Department Administration will be invited to witness the drawing. Any candidates related by blood, marriage, or adoption participating in the assessment center will be scheduled for the same assessment center sessions.

The assessment center will consist of job-related exercises designed to measure factors and dimensions from among those determined as a result of the job analysis to be essential to the successful performance of a sergeant's duties and responsibilities. A maximum of sixty (60) points of a candidate's total score shall be based on the candidate's score for the assessment center.

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

Candidates may wear either their uniform or business attire to the assessment center. If a candidate elects to wear their uniform, all pins, medals, and other insignia, except the rank and badge, must be removed.

Candidates will not be permitted to bring any items into the assessment center, including previously prepared material. All necessary materials and supplies, such as paper, pens, reference materials, etc., will be provided.

The Commission will email a feedback report to each candidate, evaluating the relative strengths and weaknesses of his/her performance in the assessment center. The feedback report is formulated by comments from the assessors and provided solely for the candidate's use in identifying and evaluating opportunities for personal development. The information is not used to formulate a candidate's official assessment center score. It is solely provided as a learning tool for the candidate. Feedback from the assessment center is not appealable. The exact date of the distribution of feedback reports will be contingent upon completion of any and all delayed administrations of the examination due to the Military Leave or Line of Duty Injury status of otherwise eligible candidates.

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

**SENIORITY:** Each candidate who successfully completes all components of the examination shall receive one-tenth of one point for each full month of continuous service beyond forty-eight (48) full months of service in the Classified Service rank of Police Officer in the Denver Police Department, following the candidate's most recent appointment to the Classified Service, until the maximum of five (5) points for seniority has been reached. Seniority shall be computed through June 30, 2021, or through and including the last day of the month preceding the month in which the first examination component is administered. Length of service shall be reduced for unpaid leaves of absence (not including family medical leave or military leave) and suspensions without pay, in aggregate greater than 30 days. Seniority credit shall be computed consistent with Commission Rule 6 § 6. However, for any candidate who has been re-employed under the provisions of Rule 11 § 4, the computation of the length of service shall include both the seniority which he/she had at separation, which was retained under Rule 11 § 4(B) and the seniority accrued following reemployment, in spite of such combined service being considered noncontinuous. (Time served in the appointed ranks of Detective, Technician, and Corporal counts as time served in the Classified Service rank of Police Officer.)

**FINAL EXAMINATION SCORE/ELIGIBLE REGISTER:** The final examination score shall be the sum of the points earned from the written test and the assessment center, plus the points awarded for seniority. The eligible register shall contain in rank order, according to final examination score, the names of only those candidates who have successfully completed all examination components. The Civil Service Commission will approve the eligible register on or about September 29, 2021 and will be posted on September 30, 2021. Once approved and notification to the Police Chief has occurred, the eligible register will be posted on the Commission's website. Tie scores shall be broken according to Civil Service Commission Rule 7 § 4(B).

**DATES AND LOGISTICS:** All registered candidates for this examination will receive a confirmation notice by mail following the Disciplinary History Assessment. For candidates who pass or are granted a deferral in the Disciplinary History Assessment, this notice will confirm the exact date, time, and location of the written (multiple-choice) test.

Additionally, and except as otherwise noted for those candidates granted a deferral in the Disciplinary History Assessment, all candidates taking the written (multiple-choice) test will be notified of their scores by email approximately one to two weeks after the passing score has been determined. Registered candidates who do

not receive a confirmation email from the Commission following completion of any examination component are responsible for notifying the Commission and confirming the next component's logistical details.

**REASONABLE ACCOMMODATION:** A candidate must request and describe, in writing, any reasonable accommodation(s) (per the Americans with Disabilities Act) he/she will need to participate in any component of the examination process noted herein by the registration deadline of June 3, 2021, at 4:30 p.m. A medical statement documenting the candidate's medical restrictions that support the requested reasonable accommodation for the examination process must also be submitted by the registration deadline. Each request will be reviewed on a case-by-case basis. The submission of a request does not necessarily mean that the request will be granted.

**REASONABLE ACCOMMODATION LINE OF DUTY INJURY:** If an eligible candidate sustains a "line of duty" injury that impacts their ability to take any component of this announced examination, they may request a reasonable accommodation. The candidate must request and describe, in writing, any reasonable accommodation(s) he/she will need to participate in any component of the examination process noted herein. A medical statement documenting the candidate's medical restrictions that support the requested reasonable accommodation for the examination process must also be submitted. Each request will be reviewed on a case-by-case basis. The submission of a request does not necessarily mean that the request will be granted.

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

Any candidate who is absent from duty at the Denver Police Department and unable to register due to Military Leave must register for the examination no later than 30 calendar days following his/her date of their return to duty at the Denver Police Department. Any requests for other specific accommodations must be made in writing.

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

**PROTEST OR CHALLENGE:** Any protest or challenge to the content of this official announcement and the examination plan as set forth herein must be presented by a candidate, in writing via email, to the Executive Director of the Civil Service Commission. It must be received by the Executive Director at Niecy.Murray@denvergov.org no later than 4:30 p.m. on June 3, 2021.

If you have any questions regarding this examination, please contact Jeannette Giron, Senior H.R. Analyst at 720-913-3356.

**ATTACHMENT A**

ANNOUNCEMENT OF EXAMINATION  
 SERGEANT - DENVER POLICE DEPARTMENT  
 May 3, 2021

**DISCIPLINARY HISTORY ASSESSMENT:** Candidates **will not appear in person** for this component, providing a merit-based evaluation of a candidate's disciplinary history. See pages 2 and 3 of the announcement. For all Assessment categories, "penalty date" shall be defined as the date the Executive Director of Safety signed the respective Departmental Order of Disciplinary Action.

**Assessment Categories – Definitions and Standards for Review**

<b>Tier1 Rule</b>	Fined (Days)	Suspended (Days)	Fined/Suspended (Days)
P.O. to Sergeant	>5	>4	>5

Within the one (1) year prior to the close of the examination registration period, a candidate cannot have more than the indicated number of total days fined and/or suspended (exclusive of any scheduled discipline pursuant to Article 12.4 and Appendix F of the Matrix), as the result of any Departmental Disciplinary Order(s)\*

<b>Tier 2 Rule</b>	Fined (Days)	Suspended (Days)	Fined/Suspended (Days)
P.O. to Sergeant	>8	>7	>8

During the three (3) years prior to the close of the examination registration period, a candidate cannot have more than the indicated number of total days fined and/or suspended (exclusive of any scheduled discipline pursuant to Article 12.4 and Appendix F of the Matrix), as the result of any Departmental Disciplinary Order(s).\*

<b>Tier 3 Rule</b>	Sergeant (Years)	Lieutenant (Years)	Captain (Years)
Demoted to PO. from...	5	7	10

During the period of time indicated (in years), prior to the close of the examination registration period, a candidate cannot have received a demotion in rank or grade due to Departmental Disciplinary Order(s).

*\*Exception to Exclusion of Scheduled Discipline: Notwithstanding the above, Scheduled Discipline shall be considered if the resulting discipline is for "chronic" or frequent violations to necessitate the imposition of fined or suspended days as a "more severe" disciplinary sanction.*

**DEFERRAL PROCESS OF THE DISCIPLINARY HISTORY ASSESSMENT BASED ON AN ACTIVE DISCIPLINARY APPEAL**

- 1) **Any candidate who believes he/she would otherwise pass the Disciplinary History Assessment, but for consideration of a departmental disciplinary action for which an appeal is currently active before a Hearing Officer or the Commissioners, may request that his/her Disciplinary History Assessment be deferred until the Hearing Officer's and/or the Commission's final decision has been rendered on the disciplinary appeal.**

- 2) A deferral may be requested only with respect to a disciplinary appeal which has been filed with the Commission on or before the closing date of registration and for which a decision on the merits, or a final closing order, has not yet been issued at the Hearing Officer level and/or at the Commission level, as applicable.
- 3) A requested deferral granted based on a disciplinary appeal before a Hearing Officer shall be automatically continued should either party to the timely appeal file an appeal from the Hearing Officer's decision to the Commission.
- 4) A deferral may not be requested for a disciplinary appeal pending from a Hearing Officer's decision to the district court or an appeal seeking judicial review of the Commission's final decision in a disciplinary appeal.
- 5) A candidate shall be granted a requested deferral only if they can pass the Disciplinary History Assessment standards absent any consideration of the sustained discipline, which is the subject of the respective disciplinary appeal(s).
- 6) A candidate denied a requested deferral will have his/her Disciplinary History Assessment completed as otherwise provided herein.
- 7) The Civil Service Commission will provide written notification to a candidate indicating whether the requested deferral has been granted. The decision of the Executive Director shall be deemed a final action by the Commission. No appeal will be entertained.
- 8) Any Request For Deferral Of The Disciplinary History Assessment **must be received in writing at the Commission's office**, no later than the close of the registration period).
- 9) Any Request for Deferral Of The Disciplinary History Assessment must include the following:
  - a) Candidate's name, address, phone number(s), and social security number;
  - b) Case number and caption of the subject disciplinary appeal(s), if assigned;
  - c) Copy of the Departmental Order of Disciplinary Action that is at issue in the disciplinary appeal(s) in question;
  - d) A statement requesting that the candidate's Disciplinary History Assessment be deferred until the noted disciplinary appeal is resolved at the Hearing Officer and/or Commissioner level, as may be applicable;
  - e) A statement that the candidate agrees and understands that there is no right to a deferral, but instead it is a courtesy granted by the Commission;
  - f) A statement affirming that, to the best of the candidate's knowledge, information, and belief, the candidate would otherwise pass all of the standards of the Disciplinary History Assessment but for consideration of the sustained discipline which is the subject of the pending appeal(s);
  - g) A statement that the candidate agrees and understands that his/her examination for the Police rank in question shall not be deemed completed during the period that the candidate's Disciplinary History Assessment is being deferred;
  - h) A statement that the candidate agrees to, understands, and knowingly and voluntarily waives any claim regarding the facts that: (1) his/her score(s) for the Written Test and/or the assessment center components of the examination will not be released during the period that the candidate's Disciplinary History Assessment is deferred; and (2) said



scores for these components will not be released and will be deemed null and void should the candidate ultimately fail the Disciplinary History Assessment;

- i) A statement that the candidate agrees to, understands, and knowingly and voluntarily waives any claim regarding the facts that: (1) only if and when the candidate ultimately passes the Disciplinary History Assessment, and has successfully completed all other components of the examination, will his/her final score be computed, and the results then are brought before the Commission for approval for the candidate's placement onto the Eligible Register at his/her appropriate rank order; and (2) the candidate shall not be eligible to be certified based on rank order to the Executive Director of Safety, for consideration for promotional appointment, until such time that he/she has been approved for placement onto the Eligible Register; and (3) based on successful completion of all components of this examination, the candidate may only become eligible for placement onto the Eligible Register that is established as a result of this examination.
  - j) The notarized signature of the candidate and the date of signature.
- 10) At such time as the Disciplinary History Assessment is administered for a candidate who has been granted a deferral, the assessment shall reflect the final determination and orders of the Hearing Officer or the Commission, as applicable, with respect to the disciplinary violations and penalties in questions. For purposes of the assessment only, the respective violation(s) and/or penalties on the IAB list via Resume Report of Sustained Cases will, as necessary, be sustained, modified, or vacated to reflect the respective final determination in the disciplinary appeal.