

DIVISION III**SERIES 3.00 through 34.00****DUTIES AND RESPONSIBILITIES OF PERSONNEL**

3.00	D. and R. of All Officers
4.00	D. and R. of Chief of Police
5.00	D. and R. of Deputy Chiefs of Police
6.00	D. and R. of Division Chief
7.00	D. and R. of Command Officers
8.00	D. and R. of Supervisory Officers
9.00	D. and R. of Internal Affairs Bureau Commander
10.00	D. and R. of Members of the Internal Affairs Bureau
11.00	D. and R. of Captain/CSA Director
12.00	D. and R. of Lieutenant
13.00	D. and R. of Sergeant
14.00	D. and R. of Detective
15.00	D. and R. of Community Resource Officer
16.00	D. and R. of Technician
17.00	D. and R. of Patrol Officer
18.00	D. and R. of District Clerk
19.00	D. and R. of Superintendent of Radio Engineers
20.00	D. and R. of Radio Engineer
21.00	D. and R. of Executive Officer of the Police Reserve Unit
22.00	D. and R. of Neighborhood Police Officers
23.00	D. and R. of Police Reserve Officer
24.00	D. and R. of Field Instructor
25.00	D. and R. of Airport Police
26.00	D. and R. of Police Psychologist
27.00	D. and R. of Secondary Employment Administrator
28.00	D. and R. of Underwater Recovery Team
29.00	D. and R. of Nuisance Abatement Coordinator
30.00	D. and R. of Juvenile Intake Unit
31.00	D. and R. of High School Resource Officers
32.00	D. and R. of the Community Policing Coordinator
33.00	D. and R. of Corporals within the Patrol Division
34.00	D. and R. of Commanders of Police

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3.00 GENERAL DUTIES AND RESPONSIBILITIES OF ALL OFFICERS OF THE DENVER POLICE DEPARTMENT

- 3.01** 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 to call from private persons, and 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.
- 3.02** Officers shall study and thoroughly understand the Department Rules and Regulations, the Operations Manual, appropriate directives and issued orders.
- a. They shall familiarize themselves with the information and notices published in the Police Daily Bulletin.
 - b. They shall keep their Operations Manual up-to-date by obtaining, reading and inserting revisions into their Operations Manual as outlined in OMS 115.03 (1).
 - c. They shall study and have considerable knowledge of all City Ordinances and state and federal laws which they may be required to enforce.
 - d. They shall obtain the assistance of their supervisory officer in the interpretation of any action that is not clearly understood.
 - e. They shall be especially well-informed about the rules, regulations, procedures and duties governing their specific assignments.
- 3.03** Officers shall preserve the peace, protect life and property, prevent crime, apprehend criminals, recover lost or stolen property, and enforce in a fair and impartial manner, the ordinances and regulations of the City and County of Denver and the laws of the State of Colorado and uphold the Constitution of the United States of America. The responsibility to make a forcible arrest and perform such other necessary physical tasks when called upon to do so 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** Officers 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 and protect the rights of individuals and perform their services with honesty, zeal, courage, discretion, fidelity and sound judgment.
- 3.05** Officers shall report all crimes, suicides, and their attempts, important happenings and other information of concern to the department, that come to their attention, whether or not the incident occurred in the city. They shall not repress, conceal or distort the facts of any such incident. Officers who have reason to believe that a building or part thereof is being used in violation of the law, or who have information regarding any felony or any wanted person, shall immediately report all details to their commander who shall direct the action to be taken or forward the information to the proper division. However, any member of the department who has valuable information regarding an arrest or a police case other than their own, shall communicate such information to the arresting or investigating officers, directly, or in writing through official channels. If such report is made directly, it shall be followed by a written report through official channels. It shall be deemed neglect of duty to withhold such information.
- 3.06** Whenever any member of the Denver Police Department is involved in a traffic accident or any other incident (on or off duty) that requires or may require police attention, the investigating officer or the involved officer shall immediately notify a Denver Police Department supervisory or command officer. The ultimate responsibility for notification if the incident occurs outside the City and County of Denver lies with the involved officer. This shall apply to motor vehicle accidents as well as any other incident that has the potential for police involvement. A supervisor or command officer shall 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 situation occurs within the City and County of Denver, a supervisory or command officer shall respond to the scene and shall determine the appropriate course of action. If the situation occurs outside the City and County of Denver, the supervisor or command officer notified will make a determination as to whether their response or that of the Internal Affairs Bureau is required based on the criteria outlined in OMS 503.01(4).

- 3.07** Members who injure a person or damage any property must notify the Civil Liability Bureau, in writing, through the chain of command.
- a. If property damage is caused by forced entry to a structure or vehicle while executing a warrant, or under any other circumstances, a Forced Entry Report, DPD 460, shall be completed and forwarded to the Civil Liability Bureau. If appropriate, a copy of the warrant and any photos of the damaged property will be included.
 - b. Damages to vehicles caused by push bumpers
 - 1. Unintentional damage to the vehicle being pushed will not be handled as a traffic accident. A supervisor shall respond to the scene to assess the damage. The officer involved will write a letter explaining the circumstances of the damage and forward it, through the chain of command, to the Civil Liability Bureau.
 - 2. Any damage or injury resulting from the pushed vehicle coming into contact with a person or object will be reported on a State of Colorado Investigator's Traffic Accident Report, Form DR-447. See OMS 203.02 (10).
 - c. A completed Report of Use of Force/Injury Prior to Arrest, DPD 12, will be accepted for this provision in cases of personal injury resulting from officer/citizen contact.
 - d. Officers should not advise citizens that the City will pay for damages or injuries.
- 3.08** All officers shall make reports promptly and in the manner prescribed by reporting procedure. They shall 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 shall note the assistance on their reports.
- 3.09** Officers shall not go outside the City and County of Denver, or drive or take departmental equipment outside the City and County of Denver except in cases of fresh pursuit, when sent by proper authority on the request of the Sheriff or Chief Law Enforcement Officer having jurisdiction, or because there appears to be a grave emergency and urgent need for assistance, or when authorized to do so by a supervisory officer.
- 3.10** Verbal reports shall be confirmed by written communications before officers rendering them report off duty.
- 3.11** Any officer observing a police emergency or having it reported to them shall immediately report the incident to the police dispatcher.
- 3.12** All members of the department shall thoroughly acquaint themselves with the duties of the office, position, or employment which they hold. They shall perform the duties thereof properly and with care and attention. In cases of neglect, failure or inability to perform their duties, they may be subject to disciplinary action at the discretion of the officer in charge or the Chief of Police.
- 3.13** In carrying out the functions of the department, all members thereof shall direct and coordinate their efforts in such a manner as will establish and maintain the highest standard of efficiency and safety.
- 3.14** Members of the department are required to perform their duties with firmness and determination. In time of peril, they shall act together, assisting each other in the restoration of peace and order in the enforcement of the laws and apprehension of offenders.
- 3.15** Members shall be attentive to, and take suitable action on reports and complaints by a private person, except when circumstances make it necessary for them to report the matter or refer the complainant to a more suitable police officer of another agency. Officers shall fulfill proper requests for information or assistance, or they shall aid the person in otherwise obtaining the requested information or assistance. Members shall avoid giving the impression they are evading the performance of their duty, or they are not interested in the problems of persons who are referred elsewhere for service. Members shall not belittle a seemingly trivial request, complaint, or piece of information, but shall always thank the complainant or informant, regardless of the value of the information received.

- 3.16 Officers shall act promptly, with energy, firmness and decision at the scenes of crimes, disorders, accidents, or other situations, disasters, or incidents that require police attention and in dealing with suspects, and in disposing of their assignments. When the police purpose might be jeopardized by delay, immediate action shall be taken, even though the incident would ordinarily be dealt with by some other officer or division. All officers, regardless of rank or assignment, shall maintain themselves in such physical and mental condition as is necessary to take immediate action when required.
- 3.17 All officers assigned to temporary positions outside the Denver Police Department shall adhere to the rules and regulations, duties and procedures outlined in the Operations Manual.
- 3.18 The duties set forth in the manual for the various positions in the department shall not be considered to be all inclusive. All members of the department shall perform such other duties as may be assigned to them from time to time by their commanding officer.
- 3.19 Unauthorized officers and other persons shall not have access to Department records and report files, except commanding officers and the members assigned to process, maintain and file them.
- 3.20 The Internal Affairs Bureau shall be informed of any complaint regarding department personnel.
- 3.21 It shall be the duty of every member of the police department to invoice property and deliver to the Property Management Bureau all property seized or found by them immediately after the same shall have come into their possession.
- 3.22 At the scene of homicides and other major crimes the ranking member of the Criminal 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 any other divisions.
- 3.23 All employees of the Denver Police Department shall return to the Police Library all checked out material within the prescribed time.
- 3.24 Officers shall complete their assigned tour of duty unless excused or relieved of duty by a supervisor or command officer.

4.00 DUTIES AND RESPONSIBILITIES OF THE CHIEF OF POLICE

- 4.01 The Chief of Police is the executive head of the police department. All orders and directives to the police department emanating from the Manager of Safety will be directed through the Office of the Chief of Police.
- 4.02 The Chief shall formulate and enforce departmental policies and exercise such powers connected with this office as may be provided by ordinance and charter. The Chief is responsible for the proper and efficient enforcement of all laws and ordinances which the police department is authorized to enforce. The Chief shall discharge the responsibilities imposed on this office by charter and ordinance.
- 4.03 The Chief has the authority to promulgate such orders to the employees of the police department as may be deemed proper. All orders shall conform to the law and to the Rules and Regulations of the police department and shall remain in full force and effect until rescinded.
- 4.04 The Chief, as far as possible, shall anticipate emergencies and formulate procedures to be used in the event of such occurrences.
- 4.05 The Chief is authorized to designate patrol officers to perform work as Detectives or Technicians and may, at his pleasure, return them to patrol service.
- 4.06 The Chief of Police shall, with approval of the Manager of Safety, assign one person of the rank of Captain in the Classified Service of the Police Department to perform the duties of Deputy Chief of Police.
- 4.07 The Chief shall select and designate Division Chiefs. The Chief shall confer with the Deputy Chief and the Division Chiefs in the designation of Command Officers of districts, bureaus, sections, and units within a division.
- 4.08 The Chief shall maintain strict discipline throughout the entire department. The Chief is responsible for the enforcement of police department rules and regulations and for the satisfactory conduct and

general behavior of police officers and CSA employees; and shall require them to give close attention to their duties and to conform to department procedures.

- 4.09** The Chief of Police is responsible for the investigation of all charges made against officers and CSA employees by subordinate officers or by citizens. The Chief shall assure that all evidence relating to alleged offenses is discovered and properly documented.
- 4.10** The Chief of Police or a designated representative shall represent the police department in all external relations, including contacts with other public officials and law enforcement agencies.
- 4.11** The Chief shall create and maintain favorable relations between the public and the police and shall establish basic policies governing the various phases of public relations for the guidance of the members of the department.
- 4.12** The Chief shall confer with the Manager of Safety before taking any of the following actions:
- a. Making important changes in the duties of the Deputy Chief or the Division Chiefs.
 - b. Making important changes in the organization of the department.
 - c. Making important changes in operating procedure.
 - d. Leaving the city for a longer period than the normal weekly relief.
- 4.13** The Chief shall report immediately to the Manager of Safety on any of the following incidents:
- a. The appointment and removal of Detectives and Technicians.
 - b. The suspension of a member of the police department.
 - c. The death of any member.
 - d. The critical injury in the line of duty of any member.
- 4.14** The Chief shall delegate to commanding officers an authority commensurate with their responsibilities. The Chief shall give them full authority within the restrictions imposed by higher authority to direct and discipline the subordinates under their command.
- 4.15** The Chief shall outline in an Operations Manual the duties of the units and members of the department. The Chief shall formulate and publish departmental procedures and shall revise the procedures and duty assignments as needed.
- 4.16** The Chief shall so organize office procedure that, when absent, it will be under the command of the Deputy Chief of Police. The Deputy Chief shall be regarded, for the time being, as the representative of the Chief of Police, and as such, his/her directions shall be obeyed throughout the department.
- 4.17** The Chief shall organize the department so that related tasks and activities may be grouped for assignment to a unit under the supervision of a competent supervisory officer. The Chief shall establish a logical and clear-cut chain of command with definite channels of communication, responsibility and authority. The Chief shall prepare an organization chart of the department showing the functions and control of the various organic units. The Chief shall revise the organization as needed to maintain effective operation and control.
- 4.18** The Chief shall establish such control devices as may be deemed necessary and organize personnel and equipment to meet current needs in order to insure the effective administration of the police department.
- 4.19** The Chief shall be responsible for assigning members of the department to their various duties and shall approve the transferring of members from one unit to another.
- 4.20** The Chief shall establish definite policies with reference to:
- a. The detachment of police officers to perform liaison duties or to perform other than prescribed police duties.
 - b. The supplying of information to official and unofficial persons or organizations.
- 4.21** The Chief shall be responsible for the planning and execution of programs designed to suppress crime and accidents, detect and apprehend criminal and traffic offenders, protect and recover property, and regulate non-criminal conduct.

- 4.22 The Chief shall be responsible for the discipline, safety, conduct, work performance, assignment, selection, promotion and demotion of all employees of the department.
- 4.23 The Chief of Police has the responsibility of assuring that a complete written record of each sustained disciplinary case is made a part of the personnel file of the disciplined member and that an entry of the action is made on their service record.
- 4.24 The Chief of Police is the custodian of all books, records, reports, manuals, photographs and documents of the department and shall be considered the agent of service for all subpoenas requesting the production from the police department of said documents.
- 4.25 The Chief of Police shall conduct regular staff meetings with the Deputy Chief and the Division Chiefs and other persons needed to conduct the business at hand, and shall encourage regular staff meetings to be conducted by division, bureau, section, and unit commanders.
- 4.26 Each January, upon receipt and review of the goals and objectives from the Deputy Chief and the Division Chiefs, the Chief of Police shall prepare the Department's goals and objectives. He shall then implement the distribution of goals and objectives to affected members.

5.00 DUTIES AND RESPONSIBILITIES OF THE DEPUTY CHIEFS OF POLICE

- 5.01 The Deputy Chief(s) of Police shall be under the direct control of the Chief and shall perform such duties so long as his or her services are satisfactory to the Chief of Police and the latter shall see fit to continue such assignment.
- 5.02 The Deputy Chief(s) of Police shall carry out the general policies and orders of the Chief of Police and perform any and all duties assigned by the Chief of Police.
- 5.03 A Deputy Chief of Police shall act as the Chief of Police whenever the Chief of Police is unable to act because of absence or incapacity.
- 5.04 During the absence of the Chief of Police, the Deputy Chief(s) shall not interfere with, rescind or modify any general order issued by the Chief of Police, except in an extreme emergency.
- 5.05 The Deputy Chief(s) of Police shall continually study obstacles which prevent the department from functioning efficiently, including lack of authority or inadequate legislation, delays in prosecution, the uncooperative attitudes of other municipal employees and interference by outside influences. The Deputy Chief(s) of Police shall take the necessary steps to rectify such situations.
- 5.06 The Deputy Chief(s) of Police shall assist the Chief of Police in building and maintaining the department morale and in maintaining strict discipline throughout the department.
- 5.07 The Deputy Chief(s) of Police shall establish and maintain cooperative relationships between the police department and other agencies.
- 5.08 The Deputy Chief(s) will be responsible for the direction of the Patrol, Criminal Investigation, Special Operations, and Research, Training, and Technology Divisions. Each Division Chief will report directly to his/her respective Deputy Chief.
- 5.09 The Deputy Chief(s) of Police shall organize for efficient operation all activities of the Patrol, Criminal Investigation, Special Operations, and Research, Training, and Technology Divisions and those Bureaus and Sections under their direct command.
- 5.10 The Deputy Chief(s) of Police shall exercise control over all members assigned to those Bureaus and Sections to the end that the duties and responsibilities of their particular segment of the total police mission shall be promptly and efficiently performed and discharged.
- 5.11 The Deputy Chief(s) of Police shall hold frequent staff meetings with command personnel of those Divisions, Bureaus, and Sections under their direct command where all problems and suggested procedural changes may be discussed.
- 5.12 The Deputy Chief(s) of Police shall critically observe procedures affecting the operation of those Bureaus and Sections under their direct control, recommending changes designed to increase their effectiveness.
- 5.13 The Deputy Chief(s) of Police shall coordinate the efforts of all officers under their direct command

toward the achievement of police objectives, eliminating friction, criticism and inefficiency.

- 5.14 The Deputy Chief(s) of Police shall approve all requisitions for Bureaus and Sections under their direct control and have them prepared for presentation to the Manager of Safety, subject to the knowledge and approval of the Chief of Police.
- 5.15 The Deputy Chief(s) of Police shall hold a hearing at 9:00 a.m. on the next business day after an emergency relieving of duty of a member or employee of a Bureau or Section under his/her direct command and make appropriate recommendations for disposition to the Chief of Police.
- 5.16 At the direction of the Manager of Safety, the Deputy Chief(s) of Police will be responsible to hold disciplinary conferences for Career Service employees under his/her direct command.
- 5.17 The Deputy Chief(s) of Police shall be responsible for the preparation and execution of the department's budget and will administer the fiscal affairs in a manner calculated to convert available resources into maximum effective police service with the highest degree of economy.
- 5.18 The Deputy Chief(s) of Police shall be responsible for all resources (manpower, materials, equipment and money) assigned to the department and for their efficient and economical utilization toward the accomplishment of the police mission.
- 5.19 The Deputy Chief(s) of Police shall be responsible for assuring that all department personnel receive the necessary training to enable them to effectively and efficiently perform their job duties and responsibilities.
- 5.20 The Deputy Chief(s) of Police will evaluate procedures used in the selection of officers for appointment and promotion and assure that only intellectually, emotionally, physically and morally qualified officers are appointed; to see that those who fail to measure up to prescribed standards of performance during training and on the job are dismissed during their probationary period; to remove from the department those who demonstrate their indifference, incompetence or dishonesty at any future date in their service.
- 5.21 The Deputy Chief(s) of Police shall cause to be kept complete records of the business of the department to be prepared and retained. The Deputy Chief(s) of Police will be responsible for the preparation of records and forms and for daily, monthly and annual reports.
- 5.22 The Deputy Chief(s) shall conduct periodic surveys of physical equipment and arrange for the salvaging of discarded or impaired equipment.
- 5.23 The Deputy Chief(s) shall provide for the security of the Mayor of the City and County of Denver.

6.00 DUTIES AND RESPONSIBILITIES OF DIVISION CHIEFS

- 6.01 They shall exercise control over all members of their divisions to the end that the duties and responsibilities of their particular segment of the total police mission shall be promptly and efficiently performed and discharged.
- 6.02 They shall maintain strict unity of command.
- 6.03 They shall carry out the general policies and orders of the Chief of Police.
- 6.04 They shall plan the functional distribution of personnel, holding monthly meetings with their staffs before making assignments.
- 6.05 They shall critically observe procedures affecting the operation of their divisions, recommending changes designed to increase their effectiveness.
- 6.06 They shall hold frequent staff meetings with command personnel of their divisions, where all problems and suggested procedural changes may be discussed.
- 6.07 They shall coordinate the efforts of all officers of their division toward achievement of police objectives, eliminating friction, criticism and inefficiency.
- 6.08 They shall establish and maintain cooperative relationships between the police department and other agencies.

- 6.09 They shall render every possible assistance in the selection of the best officer available for permanent appointment to the department, bearing in mind that the patrol officer is the basic contact with the public.
- 6.10 They shall concern themselves with the care and welfare of their personnel.
- 6.11 They shall make inspections of the city, their bureaus and their subordinates at irregular intervals and hours of the day or night. They shall be alert for incidents of neglect of duty by police officers, indications of criminal activities and methods to better the police effort. After each such inspection tour, they shall report in writing to the Deputy Chief of Police concerning their findings and the date and time of the inspection tour.
- 6.12 They shall approve all requisitions for bureaus and units within their divisions and have them prepared for presentation to the Manager of Safety, subject to the knowledge and approval of the Chief of Police.
- 6.13 They shall hold a hearing at 9:00 a.m. on the next business day after an emergency relieving of duty of a member or employee of their division and make appropriate recommendations for disposition to the Chief of Police.
- 6.14 They shall approve the monthly details to assure that they are adequately supervised and that the assignments are properly filled and made in a manner which will enable specialization. They shall see that a reasonable assignment of cases is made with the individual workload equally divided insofar as possible.
- 6.15 They shall publish position guides outlining the detailed duties and responsibilities of every assignment in their divisions. The position guides describe the specific duties of the employees and the conduct those employees are to maintain in order that they may properly perform their functions. The job position guides shall not conflict with Department rules, regulations, orders, or policy and are subject to final evaluation and concurrence by the Chief of Police.
- 6.16 They shall, each December, require all organizational components under their command, with input from all levels, to prepare goals and objectives for the following year and evaluate attainment of the current year's goals and objectives for submission to the Chief of Police.

7.00 DUTIES AND RESPONSIBILITIES FOR COMMANDING OFFICERS

- 7.01 Command Officers of districts, bureaus, sections, and units are responsible to their respective Division Chiefs for all aspects of police service rendered by their personnel, on a twenty-four (24) hour basis.
- 7.02 Commanding Officers have direct supervision and control, subject to the orders of the Chief of Police and their Division Chief, over all officers and CSA employees of the department assigned to their command. They are responsible for the efficiency and effectiveness and shall coordinate the functions and activities of the various units of their command. They shall promote harmony among the members of their command and are responsible for the cooperation of their command with all other districts, divisions, and bureaus of the police department.
- 7.03 They shall so regulate their command that, at all times during their absence, it shall be under the command of a competent officer not lower in grade than a sergeant in a district or bureau.
- 7.04 They shall without specific instructions, establish the required details and assignments necessary to carry out the functions of the police department, and of their command in particular. They shall be guided in their assignment of personnel by the number of officers available to them for assignment, and the necessity for assigning officers where they will be the most useful and efficient.
- 7.05 They are authorized to assign an officer temporarily to the duties of a member of higher grade.
- 7.06 They shall not countermand the Operations Manual without sufficient good reason.
- 7.07 They are authorized to excuse a subordinate from one tour of duty.
- 7.08 A commanding officer or CSA director shall as soon as practical report any emergency, crime of great magnitude, or unusual occurrence to their immediate superior, in accordance with published departmental procedures.]

- 7.09** They shall, when on duty or notified, respond to any emergency or occurrence of a serious or otherwise unusual nature which arises within their territory or jurisdiction, in accordance with departmental procedures, unless their presence at the office would be of more value under the circumstances, in which case they shall assign a competent subordinate officer to take command at the scene of the emergency. They shall also, whenever possible, respond to calls where members of their command are involved in controversy or serious accident. Commanding Officers are not relieved of their command authority or responsibilities, when the Chief of Police or the Division Chief of Patrol is present at the scene of major incidents. However, they will coordinate their operation with the Chief of Police and/or the Division Chief of Patrol.
- 7.10** They are authorized to release juvenile offenders to their parents or guardians, when the circumstances warrant such action. They shall notify the Juvenile Intake Desk of their actions.
- 7.11** They shall be responsible for the prompt service of all official notices of subpoenas to subordinates which may be sent to them by proper authority.
- 7.12** They are responsible for the efficiency, discipline and morale of all members of their command. They shall investigate, or cause to be investigated, all complaints of citizens and reports by members of the police department of misconduct, incompetence, neglect of duty, or any violations of the Rules and Regulations on the part of anyone under their command in accordance with departmental rules and procedures relating to discipline. They shall also report to their Division Chief, any incompetent member who may be detailed to their command. This report shall include recommendations as to the action to be taken.
- 7.13** They shall be held strictly accountable for the appearance of personnel assigned to them, and for the condition and appearance of their uniforms and personal equipment.
- 7.14** They shall frequently inspect, or cause to be inspected, all members under their command, at the beginning of their tour of duty, and shall conduct frequent general inspections of the entire personnel assigned to their command, together with all automotive and other department equipment assigned to their use.
- 7.15** They are responsible for the good order and sanitary condition of departmental buildings or portions thereof within their command, and for the furnishings and equipment assigned thereto. They are responsible for the proper care, economical use, efficiency and serviceability of departmental property issued for, or assigned to the use of members of their command.
- 7.16** They are responsible for the punctual attendance of all personnel within their command and shall forward to the Human Resource Management Bureau for record keeping, member's attendance, overtime, court time and sick leave. A copy of the roster and assignment of their personnel for the succeeding work period shall be forwarded through channels by the commanding officer no later than the third Thursday of each work period.
- 7.17** They shall, after examining, verifying, and approving the itemized account of expenditures, by a subordinate, forward the account to the Financial Services Bureau on Request for Service and Supplies, DPD 201.
- 7.18** They are responsible for punctual attendance in court, and for proper preparation and presentation of cases in court by the members of their command.
- 7.19** They shall assist subordinates in the preparation of their cases so that there may be no mistrial caused by neglect on the part of a member of the police department. When in doubt, as to law, procedure, or status of a case, they shall consult with suitable authority.
- 7.20** They shall prepare efficiency ratings for each of the officers of their command at such intervals, and upon such form, as may be required by the Chief of Police.
- 7.21** They shall observe the probationary period officers assigned to their command, and shall submit probationary performance reports each month, using the specific comments section to indicate general adaptability to police work and their over-all ability to obtain desirable results. They shall, in their

report, include a statement as to whether or not in their opinion each individual officer should receive a permanent appointment.

- 7.22 Command personnel shall establish and maintain a demonstrated performance record system for each officer assigned to their unit.
- 7.23 They are responsible for the analysis of criminal, traffic and other trends, and for evaluating the effectiveness of police techniques and procedures used, and are responsible for the application in their assigned function and command.
- 7.24 They are responsible for preparation of required correspondence, reports, and maintenance of records relating to the activities of their command.
- 7.25 They are responsible for the development and maintenance of Esprit de Corps and loyalty to the Department.
- 7.26 They shall keep an up-to-date file for officers' completed Request for Secondary Employment, DPD 149, approval; a court notice and subpoena book detailing all court appearances of their personnel; and a receipt book for recording all Operations Manual revisions issued to their personnel.
- 7.27 Command officers will continuously examine areas of the police operation under their purview and must assume the duties and obligations of their rank in the assessment and correction of performance deficiencies of their subordinate officers. A command officer must not look to higher authority to take corrective action when performance deficiencies are detected.
- 7.28 Command officers shall take proactive measures to identify performance deficiencies of personnel under their command and they will develop and implement effective interventions to correct subordinate performance or behavioral issues or problems and initiate disciplinary action when appropriate. They shall monitor the Personnel Assessment System (PAS) and identify subordinate personnel within their command who exhibit performance or behavior contrary to the mission, vision, values, goals, policies or procedures of the Department.

8.00 DUTIES AND RESPONSIBILITIES FOR SUPERVISORY OFFICERS

- 8.01 Supervisory officers must accept responsibility in matters not covered by hard and fast rules of procedure.
- 8.02 A supervisory officer is not only responsible for their own conduct and performance of police duties, but for that of subordinates as well. They shall set an example in sobriety, dignity, courtesy, discretion, initiative, industry, diligence, truthfulness, courage, attention to duty and the observance of proper discipline. They shall at all times, appear neatly attired and clean in person and equipment.
- 8.03 They are responsible for the proper execution of orders by their subordinates. The fact that an order has been given is not acceptable as an excuse when that order is not carried out by a subordinate.
- 8.04 Communications, orders and directives emanating from the Chief of Police or command personnel, and all requests for assistance from one division or bureau to another shall follow the chain of command, except in emergencies where the element of time renders this procedure impractical and ineffective in the proper and expeditious performance of police duties.
- 8.05 They shall exercise direct command over lesser officers outside their usual command in all situations where the police purpose or the reputation of the department is jeopardized. However, they shall not unnecessarily give orders to subordinates who are 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 shall, as soon as practicable, inform the subordinate's commanding officer of the action taken.
- 8.06 If they observe or are informed of any willful neglect of duty or misconduct by an employee or member not assigned to their command shall, except where the reputation of the department and welfare of the community demands immediate direct action, bring it to the attention of a supervisory officer of the member or employee, who shall immediately investigate the matter to determine the facts and make a written report of their findings to their commanding officer.
- 8.07 They shall follow the departmental rules of discipline and disciplinary procedures in all cases of misconduct on the part of their subordinates.

- 8.08** They shall make an impartial written report to their commanding officer in every case of misconduct, incompetence, neglect of duty, or violation of the rules and regulations on the part of a subordinate, and failure to do so shall be deemed neglect of duty.
- 8.09** They shall not perform the duties regularly assigned to a subordinate when the subordinate is available to perform them.
- 8.10** They shall familiarize themselves with all police procedures, general orders, rules and regulations, city ordinances, and state and federal laws, so that they may be competent to advise and instruct subordinates in the proper performance of their duties.
- 8.11** They shall see that all officers under their command have been supplied with copies of the Operations Manual of the police department and that they are thoroughly instructed on the contents. They shall frequently instruct officers in the laws of arrests and evidence and in the restrictions in the use of firearms.
- 8.12** They shall see that their subordinates make all required reports promptly and such reports shall be accurate, complete and on the proper forms.
- 8.13** They shall forward immediately through channels all written communications from subordinates requesting a transfer or containing a grievance or suggestion.
- 8.14** They shall carry on their person, while on duty, the actual duty assignment of each officer immediately subordinate to them.
- 8.15** They shall give particular attention to the morale of subordinates and shall do their utmost to promote harmony among the ranks.
- 8.16** They shall exercise their authority with kindness, firmness, justice, and reason.
- 8.17** When an officer has performed some meritorious police service, their supervisory officer shall submit to the commanding officer a written factual report of the case and make such recommendations as they deem proper. See OMS 503.03.
- 8.18** They shall, when a case is of sufficient importance, be present in court to see that the best interests of the community are served.
- 8.19** They shall, before starting their tour of duty, study all directives carefully, and shall familiarize themselves with police problems which have emerged since their last tour of duty.
- 8.20** They shall call all matters of importance to the attention of their commanding officer.
- 8.21** They shall, when completing their tour of duty, inform the supervisory officer coming on duty of any significant event which has occurred during the previous tour of duty.
- 8.22** They shall, in case of riot or sudden emergency requiring police services, proceed to the event with sufficient personnel to suppress disorder. They shall, if necessary, arrange for reinforcements according to procedures outlined in the emergency procedure plan. See OMS 108.01.
- 8.23** They shall keep themselves fully and accurately informed about meetings and gatherings likely to attract large numbers of persons, and take such steps as may be necessary to insure proper police service at such assemblages.
- 8.24** They shall be responsible for the treatment of prisoners in their custody or in the police station, and under no circumstances shall they permit unnecessary force to be used.
- 8.25** When a prisoner is in need of medical attention, they shall take steps to make it available.
- 8.26** They shall have the particular responsibility to maintain rigid police discipline and to investigate or cause to be investigated all complaints by citizens or members of the Police Department of misconduct, incompetence, neglect of duty or violations of the rules and regulations on the part of any one under their command. They shall report the results of their investigation immediately and in full detail to their commanding officer in accordance with the departmental rules of discipline.
- 8.27** They shall be held strictly responsible for the efficiency, good conduct, and appearance of the subordinate officers under their supervision.

- 8.28** They shall be present at the regular roll call of subordinates and shall inform them as to all special duty assignments, orders and instructions, so that they may see that all duties are performed and orders carried out, unless otherwise ordered. When assigned as commanding officer or acting in that capacity, they may delegate this responsibility to a subordinate.
- 8.29** They shall visit every part of the district or sector and make every manner of inspection or investigation necessary to keep themselves informed as to the conditions within the district or sector and to ascertain if all police duties are being properly performed.
- 8.30** When assigned to street duty, they shall personally respond to any emergency or occurrence of a serious nature which may arise any place within their district.
- 8.31** The presence of a supervisory officer or another officer having command authority shall not in any way relieve them from responsibility and duties regularly assigned to them. They shall in such instances assist and supervise subordinates under the direction of the officer in command.
- 8.32** When assigned to radio cruisers, they shall patrol within the limits of the districts assigned to them and shall be responsible for the efficient handling of all calls directed to them and to the patrol cars under their supervision.
- 8.33** A patrol supervisor is directly responsible to their immediate supervisory officer and is charged with exacting the proper performance of patrol and other police duty from all members assigned within the territory subject to their supervision.
- 8.34** They shall assist and instruct the officers under their supervision in the proper discharge of their duties.
- 8.35** At roll call they shall make a careful inspection of the officers under their supervision to ascertain that they are properly uniformed, equipped and fitted for duty. If any are found improperly uniformed or equipped, or in any way unfit for duty, such fact shall be reported at once to their immediate supervisor.
- 8.36** They shall constantly observe and follow up the activities of officers under their charge and ascertain whether police duties and orders are promptly and efficiently executed.
- 8.37** They shall enforce the rule that motor patrol officers shall not unnecessarily go off the air or out of service, or loiter at headquarters or the district station.
- 8.38** They shall not leave their district while on duty, except on official business connected with the police department, and in such event, they shall advise their commanding officer as to the time of departure and return, and the nature of the business transacted.
- 8.39** If an officer is absent from their beat or fails to report regularly, they shall make diligent investigation into the cause and promptly report to their commanding officer the results of such investigation.
- 8.40** They shall personally respond to any emergency occurrence of a serious or unusual nature which may arise any place in their district, and shall take personal command in such cases as come under the jurisdiction of the Patrol Division. The supervisor first arriving at the scene of any serious fire, crime, riot or other emergency shall notify their commanding officer. They shall, if necessary, arrange for reinforcements according to procedures in the Emergency Procedure Plan.
- 8.41** They shall, during their tour of duty, visit all officers detailed to public gatherings, guard duty and other special duty in their district as often as practicable.
- 8.42** They shall frequently respond to routine calls for the purpose of observing the manner in which officers respond to and handle their calls, noting their degree of promptness, efficiency and competence.
- 8.43** They shall, as often as is practicable, examine the written reports and records of the officers and the daily log in each radio car to assure that proper records are made on all police matters reported to them by radio or by other means.
- 8.44** They shall be held responsible for the proper, complete and legible writing and forwarding of all reports and written documents made by subordinates.
- 8.45** They shall work identical hours, and/or shifts with subordinate officers, unless otherwise authorized by their commanding officer for special assignments.
- 8.46** A patrol supervisor's primary duty is to supervise the activities of the officers on the street, who are

subordinate to them. They shall devote their entire duty time between on-coming and off-going roll calls to street supervisory duties. Exceptions to this rule will be designated by their commanding officer, with the approval of their Division Chief.

- 8.47 Patrol supervisors, at the end of their tour of duty, shall be responsible for off-going roll calls and inspections. They shall be alert for absences, condition, appearance and punctuality of the officers. If any irregularities are noted, they shall be immediately called to the attention of the district commander on duty, and written report of the facts shall be made to their commanding officer. Supervisory officers will be responsible for the discretionary use of overtime. Officers assigned calls at the end of their tour of duty that will require any considerable time to complete, shall be relieved by the oncoming shift when such action will not jeopardize the proper completion of the call.
- 8.48 Patrol supervisors shall contact all officers under their supervision, on calls, whenever possible, during each tour of duty. Failure to contact must be explained. Unusual or extended requests for "out of service" will be investigated and reported by the duty sergeant. These reports will be prepared daily, and forwarded to the sergeant's immediate supervisor. The immediate supervisor will endorse same with recommendations as are appropriate, and forwarded through channels to the Chief of Police.
- 8.49 Adverse reports on any officer under their supervision will be made in writing to the commanding officer. Action taken by the immediate supervisor will be noted, and this report will be forwarded through channels to the Chief of Police.
- 8.50 Patrol supervisors will assist if necessary, field instructors regarding the evaluation of probationary officers and the preparation of their performance reports.
- 8.51 They shall prepare one (1) performance report on each of their field instructors during the field instructor's probationary period. Both copies of this report will be forwarded directly to the Division Chief of Patrol.
- 8.52 They shall see that all officers under their supervision keep their Operations Manuals up-to-date through periodic inspections. They shall also document the distribution of revisions to their personnel.
- 8.53 An officer temporarily filling the position of a supervisory officer shall be vested with all the authority and responsibilities of the supervisor, but the officer shall not interfere with, countermand or modify the orders previously issued by the supervisory officer, except in extreme emergency. Officers 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.
- 8.54 They shall keep themselves informed of the secondary employment police work being performed by their subordinates, by periodically checking the secondary employment files to insure that the officers are in compliance with OMS 114.00, Employment Outside the Police Department.
- 8.55 Supervisory officers will continuously examine areas of the police operation under their purview and must assume the duties and obligations of their rank in the assessment and correction of performance deficiencies of their subordinate officers. A supervisory officer must not look to higher authority to take corrective action when performance deficiencies are detected.
- 8.56 Supervisory officers shall take proactive measures to identify performance deficiencies of personnel under their command and they will develop and implement effective interventions to correct subordinate performance or behavioral issues or problems and initiate disciplinary action when appropriate. They shall monitor the Personnel Assessment System (PAS) 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.

9.00 DUTIES OF THE COMMANDING OFFICER OF THE INTERNAL AFFAIRS BUREAU

- 9.01 The commanding officer of the Internal Affairs Bureau (I.A.B.) shall report directly to the Chief of Police.
- 9.02 The commanding officer shall be held responsible for the security of the confidential information in the files of the Internal Affairs Bureau and shall not release confidential information to anyone without specific authorization from the Chief of Police.

- 9.03** The commanding officer shall have the responsibility and authority to make certain that all ranks comply with their responsibilities concerning the initiation of disciplinary action at their lowest level of supervision and command.
- 9.04** The commanding officer is charged with the responsibility of supervising the entire disciplinary process of the department and is specifically given the authority to discharge this responsibility.
- 9.05** Upon direct receipt of an alleged violation, the commanding officer of the Internal Affairs Bureau may refer it directly to the commanding officer of the accused, or may make an independent investigation of the complaint or information.
- 9.06** The commanding officer will review all disciplinary investigation reports received or prepared by the Internal Affairs Bureau to ascertain:
- a. The thoroughness and promptness of the investigation and the completeness of the reports in order to discover failures or delinquencies in the investigation or the reports that in turn deserve disciplinary investigation.
 - b. The need for providing suggestions, advice, or actual investigative assistance to the commanding officer in charge of the investigation.
 - c. The desirability of taking charge of the investigation with Internal Affairs Bureau officers.
 - d. The suitability of the classification of the case.
 - e. Whether the case is sustained and should be brought to the attention of the Deputy Chief of Administration for action.
 - f. Whether recommended disciplinary action is consistent and equitable with action taken by the department in similar cases, bearing in mind both the nature of the violation and the performance record of the individual involved.
- 9.07** The commanding officer shall be in charge of the Commendations Board.
- 9.08** The commanding officer shall have the responsibility and the authority to see that periodic inspections of all facets of the operations of the Denver Police Department are conducted. Also, any deficiencies will be recorded, and reported to the Chief of Police.

10.00 DUTIES OF MEMBERS OF THE INTERNAL AFFAIRS BUREAU

- 10.01** The primary duty of every member of the Internal Affairs Bureau (I.A.B.) shall be to insure the integrity of the Denver Police Department. They shall direct their efforts toward:
- a. Clearing the innocent.
 - b. Establishing the guilt of wrongdoers.
 - c. Facilitating prompt and just disciplinary action.
- 10.02** The Internal Affairs Bureau reports directly to the Chief of Police. Members of the Bureau shall have the authority and the responsibility to require any member of the Classified Service or any CSA employee of the Denver Police Department to make complete replies to official inquiries into the commission of improper acts or the omission of proper acts which might be in conflict with their duties and obligations as officers or employees of the City and County of Denver.
- 10.03** Members of the Internal Affairs Bureau will:
- a. Maintain a file of all disciplinary cases, together with separate index files for the names of police personnel and of complainants.
 - b. Immediately upon receipt of information that an investigation is being conducted, make entry in a suspense file of the same. Daily inspections shall be made of the file to insure that the investigations are being completed with reasonable speed.
 - c. Provide investigative assistance to commanding officers responsible for investigations when the complexity of the case justifies assistance from the Internal Affairs Bureau.
 - d. Make investigations independently of the command group when directed to do so by the

Commanding Officer of the Internal Affairs Bureau.

- e. Provide the Chief of Police, at intervals to be determined with a summary report of cases pending and cases adjudicated.
- f. Critically examine all areas of police action wherein may lie a threat to the integrity of the department.
- g. Notify the Chief of Police immediately of grave matters involving the integrity of the department or when police personnel are accused or suspected of serious violations of the law.
- h. Make an investigation at the request of any member or employee of the department who feels threatened in any manner. Such persons are authorized to report their situations direct to the Chief of Police or the Commander of the Internal Affairs Bureau without reporting to their superiors.
- i. The Internal Affairs Bureau will give assistance to commanding officers engaged in a disciplinary investigation:
 - 1. On request, and
 - 2. When it is concluded that on the basis of available information assistance may be needed.
- j. The conclusion will be based on the seriousness of the alleged violation, the reputation of the accused person, and the investigative competence and spirit of the commanding officer in charge of the investigation.
- k. Prepare all documents necessary for disciplinary proceedings.

10.04 They shall conduct all inspections ordered by the commander of the bureau. When conducting any such inspection, all members of the Internal Affairs Bureau shall have the authority of and act for the Chief of Police.

[**11.00 DUTIES AND RESPONSIBILITIES OF CAPTAINS OR CSA DIRECTORS**

11.01 They will direct and supervise all planning and policy programs within their district or bureau. They will see to the coordination and follow-up of all programs originating from their district with the plans and policy of other districts or bureaus within the department.

11.02 They are responsible for the good order and sanitary condition of departmental buildings, or portions thereof within their command and for the furnishings and equipment assigned thereto. They are responsible for the proper care, economical use, efficiency and serviceability of departmental property issued for, or assigned to the use of members of their command.

11.03 They shall be responsible for the proper performance of duty on the part of each member under their supervision. They shall also be held responsible for the enforcement of all orders, rules and established procedure of the department, and the maintenance of police discipline.

11.04 All property owned or controlled by the department, whether for general usage or for the use by individual members of the department, shall be in the immediate custody of the commanding officer of the district to which it is assigned. They shall be held responsible for the proper and economical use and care of all such property.

11.05 They shall see that all necessary reports and other department transactions are dispatched promptly, and shall be held responsible for the accuracy thereof. Crimes of great magnitude or importance coming to their knowledge or attention shall be reported immediately to the Division Chief together with all facts pertaining thereto; a complete, written report shall follow.

11.06 They shall keep an accurate record of all departmental orders and see that they are read and carefully explained to all members under their supervision. All such orders issued for the guidance of members of the department must be posted on bulletin boards in every bureau of the department. They will frequently remind their personnel to read such orders.

11.07 They shall be responsible for the safe condition of cells and detention rooms, and the security of all parts of the station house which are designed for the safekeeping of prisoners.

11.08 The roll shall be called at the beginning of each tour of duty, and they shall see that the officers under

their supervision are given all current information, orders, instructions, and advice.

- 11.09 They may establish minor rules and regulations for the government of the force under their supervision, consistent with the orders, rules, regulations, and established procedure of the department.
- 11.10 It shall be their duty to have inspected periodically all department equipment issued to members under their supervision to ascertain that each member possesses all of their equipment, and that same is in good condition.
- 11.11 They shall keep a record at the station house of the address and telephone number of each member under their supervision. They shall see that any change of address or telephone number of any member under their supervision is reported within twenty-four (24) hours. They shall cause such information to be forwarded to the Human Resource Management Bureau.
- 11.12 Complaints and charges relative to members under their supervision shall be carefully investigated. The results of such investigations shall be submitted to the Division Chief and the Internal Affairs Bureau for the Chief of Police.
- 11.13 They shall have the power to dispose of minor derelictions of duty or misconduct, a repetition of which, in their judgment, can be prevented by an oral reprimand.
- 11.14 They shall keep fully and accurately informed of political and other meetings and gatherings likely to attract large numbers of persons in their district, and shall take such steps as may be necessary to insure proper police services at such assemblages.
- 11.15 It shall be their responsibility to see that no unnecessary violence is used in the apprehension or detention of a prisoner. In the event of the injury or death of any prisoner, they shall make a thorough investigation and shall submit a detailed written report of the incident to their Division Chief.
- 11.16 District captains are responsible for police operations within their districts twenty-four (24) hours a day.
- 11.17 District captains are not relieved of their command authority or responsibilities, when the Chief of Police or the Division Chief of Patrol are present at the scene of major incidents. However, they will coordinate their operation with the Chief of Police and/or the Division Chief of Patrol.
- 11.18 They shall personally respond to civil disorders which, in the opinion of their field commanders or supervisors, are potentially or actually of such degree that riotous conditions prevail or may increase in intensity.
- 11.19 They shall have a lieutenant on duty in their district on Fridays and Saturdays on detail three (3) unless the captain is on duty on detail three (3).
- 11.20 They shall establish a policy that when officers are sent to another district command, a sergeant(s) will also respond to supervise the officers and assist the requesting command.
- 11.21 They shall instruct the on duty lieutenant and all available on duty sergeants to respond to all major disturbances and police confrontations within their respective districts, regardless of the sector to which they are assigned.

12.00 DUTIES AND RESPONSIBILITIES OF LIEUTENANT

- 12.01 When a lieutenant is the highest ranking officer of a district, bureau, section, or unit, they shall be governed by the rules, regulations, and procedures relating to commanding officers.
- 12.02 A lieutenant assigned to a district, bureau, section, or unit under the supervision of a captain, shall during the captain's tour of duty act as an assistant. In the absence of the captain, the senior ranking lieutenant shall be in charge of the district, bureau, section, or unit, unless otherwise directed. While acting in such capacity, they shall be subjected to and guided by the rules, regulations, and procedures of the commanding officers.
- 12.03 In the prolonged absence of the captain, the Chief of Police will designate a lieutenant in charge and they shall possess all the powers of a captain.

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- 12.04** A lieutenant shall carry out all orders of the captain; however, if it is necessary in case of emergency to countermand any such orders, they shall report in writing to their commanding officer the reason for taking this action.
- 12.05** A lieutenant shall be charged primarily with the immediate supervision of all members of their district, bureau, section, or unit, and shall be held strictly responsible for the discipline, conduct, and efficiency of all such members, as related in the duties and responsibilities for supervisory officers.
- 12.06** They shall instruct subordinates in the proper performance of their duties, and when necessary, assist them in their investigation and in the preparation of court cases.
- 12.07** It will be the responsibility of the lieutenant to accomplish the administrative work, and supervise their respective detail. The duties will include, but not be limited to the following:
- a. Conduct roll call in a semi-military manner.
 1. Reading of the roll.
 2. Reading of all general orders and communications.
 3. Inspecting of the personnel; grooming, uniforms, and equipment.
 - b. Prepare a monthly personnel report in alphabetical order and submit it to the Division Chief of Patrol. (May be delegated to the district clerk if applicable.)
 - c. Keep time book, assign days off, award overtime, record vacations, accumulated sick leaves, military leaves, injuries, and sick days for their respective detail.
 - d. Prepare monthly performance summary.
 - e. Prepare and keep current all after action reports.
 - f. Assist the commander in all district and/or bureau planning.
 - g. See to the overall duty performance and follow-up of all programs and policy of their respective district or bureau.
 - h. It will be the responsibility of the lieutenant to assure the completeness and correctness of all reports before the reporting officer goes off shift.
- 12.08** Lieutenants will arrange sergeants' days off and vacation schedules in an attempt to provide a senior sergeant as officer in charge during their absence.

13.00 DUTIES AND RESPONSIBILITIES OF SERGEANT

- 13.01** A sergeant will adhere to all the duties and responsibilities for a supervisory officer.
- 13.02** They shall have immediate control of the personnel under their supervision and shall be held strictly responsible for their efficiency, discipline, appearance, and general good conduct. They shall be neatly dressed while on duty, and shall endeavor to set a good example for their subordinates at all times.
- 13.03** They shall thoroughly familiarize themselves with all applicable state and county laws, and with the rules, regulations and procedures of the department. They shall assist and instruct the personnel under their supervision in the proper performance of their duties, giving special attention to members serving their probationary period.
- 13.04** They shall demand respect and obedience from their subordinates at all times and shall not on any occasion indulge in unbecoming familiarities with them.
- 13.05** It shall be deemed neglect of duty and efficiency if they permit laxity and indifference to be shown by their subordinates in the performance of their duties. They shall not perform the specific duties of a subordinate when the member is available to perform such duty; however, they shall take proper action in all violations of law coming to their attention, as the enforcement of law and the preservation of life and property is the duty of all police regardless of rank.
- 13.06** They shall carefully observe the activities and capabilities of personnel under their supervision by devoting as much time as possible in the field to ascertain whether or not police duties are promptly and efficiently performed. They shall report in writing to their supervisor cases of misconduct,

incompetence, neglect of duty, or violations of the rules, regulations and procedures on the part of such personnel; failure to so report same shall be considered neglect of duty.

- 13.07** At the end of their tour of duty they shall consult with the relieving sergeant advising them of matters requiring further investigation or action and any other information which should be drawn to their attention.
- 13.08** A district sergeant shall patrol their district, visiting each post as often as practicable, but not at stated intervals. They shall remain in their district during the entire tour of duty unless otherwise directed or when absent in necessary performance of police duty.
- 13.09** They shall frequently test and examine the officers under their supervision to ascertain their knowledge of the rules, regulations and procedures, and of all other matters pertaining to their duties such as names and addresses of owners of establishments, locations of safes and fire alarm signals, and other important data concerning persons, buildings, and streets on their posts.
- 13.10** Unless otherwise directed, they shall see that all personnel proceed directly to their posts or details without unnecessary delay. At the completion of their tour of duty they shall see that all personnel under their supervision are present or accounted for.
- 13.11** They shall not interfere with the routine work of another district, but violations of law committed in their presence must receive their immediate attention when the officer particularly responsible is not present.
- 13.12** A sergeant shall pay particular attention to all personnel assigned to special details under their supervision. Whenever practical, shall make the 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.
- 13.13** They shall see that prompt service and proper returns are made on all summonses, subpoenas, writs, and other official papers.
- 13.14** They shall review all reports of crime committed in their districts.
- 13.15** They shall prepare and sign Officer's Performance Reports.
- 13.16** They shall administer all roll call training.
- 13.17** The sergeant shall assist the lieutenant in planning by apprising them of problems of personnel or situations.
- 13.18** When designated as acting lieutenant, the sergeant will perform the necessary duties of the lieutenant in their absence.

14.00 DUTIES AND RESPONSIBILITIES OF DETECTIVES

- 14.01** Officers assigned as detectives shall direct their best efforts in the prevention and suppression of crime and in the detection and apprehension of criminals. Under no circumstances shall they make public any information that might jeopardize the successful completion of the investigation or the apprehension of the perpetrator.
- 14.02** They shall follow the appropriate procedures outlined in the Operations Manual.
- 14.03** They shall follow current procedures in their contacts with the Identification Section.
- 14.04** They shall make requests for the examination of physical evidence to the Crime Laboratory Bureau.
- 14.05** In radio cars, they shall respond to and be responsible for all orders given to them by the dispatcher. The supervisory officers of the Criminal Investigation Division shall notify the dispatcher of broadcasts to be made to detective cars.
- 14.06** They shall report in person to the officer in command at the beginning of their tour of duty and at such hours as may be designated by the Division Chief, unless excused by their commanding officer. When a case engaging their attention prevents reporting in person, when attending court, or when detailed to a specific location for continuous service, they shall report by telephone at the time of arrival at such location and departure there from.

- 14.07** They shall interview the complainant without delay, properly identify themselves and if required consult with the complainant from time to time regarding the progress of the case until it has been officially closed.
- 14.08** They shall keep the officer in command informed on the progress of the investigation of cases assigned to them.
- 14.09** They shall include in their supplementary report the action on each case in which they performed any work. Each member of the Criminal Investigation Division shall make such daily, monthly or other reports required by the Division Chief.
- 14.10** When they receive assistance on an assigned case, they shall note such facts on their report so that the assisting officer may receive due credit. It shall be the duty of detectives to render assistance, when requested, to other members of the department, but they shall not interfere with or work independently upon any case except by direction of their commanding officer.
- 14.11** When detailed outside the City and County of Denver, they shall communicate with the Chief of the Criminal Investigation Division as may be necessary during their absence.
- 14.12** At the scene of a crime investigation, the ranking member of the Criminal Investigation Division shall be in charge of the immediate crime scene without regard to the rank of officers present from any other division. The detective shall 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 the Patrol Division.
- 14.13** Detectives shall request any needed assistance, or the assignment of patrol officers to their supervision, from the concerned Patrol Division command post officer, if one is present, or from the Patrol Division through the regular Chain of Command of that division.
- 14.14** If requested, they shall supply all available information about the case to the commanding officer of the Patrol Division then on duty.
- 14.15** They shall be responsible for the proper investigation of cases assigned to them.
- 14.16** They shall 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.
- 14.17** They shall be responsible for maintaining close cooperation and friendly working relations between their bureau and other law enforcement agencies, as well as with the other divisions and bureaus within the Department.
- 14.18** They shall be responsible for the proper preparation of court cases and the competent presentation of evidence in court or at hearings.
- 14.19** They shall 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 prisoner, consistent with sound investigation procedures.
- 14.20** They shall 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 to them in the performance of their duties.
- 14.21** They shall make every effort to recover stolen property as reported in the cases assigned to them.
- 14.22** They shall interrogate all suspects jailed for investigation; take formal statements from such suspects where practicable; assemble evidence, and prepare case summary sheets and other forms that may be required for the filing of criminal cases through the District Attorney's Office before the courts.
- 14.23** They shall be alert for the occurrence of numerous or multiple crimes showing similarity in modus operandi or in the same general location indicating similar crime operations, and will advise their commanding officer of situations that may indicate a need for increased patrol or enforcement in specific areas.
- 14.24** They shall keep in mind the importance of establishing and maintaining lines of communication with members of the Patrol Division and that information will pass more readily in 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.

- 14.25** They shall attempt to notify crime victims any time there is a change in the status of their case and include the details in their supplemental report.

15.00 DUTIES AND RESPONSIBILITIES OF COMMUNITY RESOURCE OFFICERS

- 15.01** At the discretion of the Chief of Police, officers may be assigned as Community Resource Officers. Such officers shall have the rank of Technician.
- 15.02** The primary responsibility of Community Resource officer(s) is to encourage and enhance a positive relationship between the police and citizens.
- 15.03** Community Resource Officers shall be aware of community concerns about police service and will be available to assist in resolving conflicts between the police and the community.
- 15.04** Community Resource Officers shall encourage citizens to seek out police expertise in matters of mutual concern, such as crime prevention, Operation Identification, commercial, residential and personal security, and Neighborhood Watch.
- 15.05** Community Resource Officers shall be responsible for the follow-up investigation of public nuisance properties, as defined by section 59-2 (107.3) of the Denver Revised Municipal Code (D.R.M.C.), referred to them by other units of the police department, officers, citizens, or other city agencies.
- 15.06** Community Resource Officers shall keep the Nuisance Abatement Coordinator informed of all investigations under their purview and provide such information as is needed by the coordinator.
- 15.07** They shall be responsible to their immediate commanders for the carrying out of their duties, as they relate to their assignment. They will adhere to the guidelines, policies, and procedures established by the Deputy Chief of Operations and/or Division Chief of Patrol as they relate to Operation Identification, Neighborhood Watch, Problem Property and Nuisance Abatement, or other special duties or programs assigned.

16.00 DUTIES AND RESPONSIBILITIES OF TECHNICIANS

- 16.01** At the discretion of the Chief of Police, officers may be assigned as technicians to perform an auxiliary or line function.
- 16.02** This function may be in any division, bureau, section, or unit, and may require an officer with specific talent or training.
- 16.03** Officers assigned to specific duties as technicians must demonstrate initiative, resourcefulness, intelligence, alertness, observation, memory and judgment to a greater degree than is ordinarily required.
- 16.04** Technicians may be assigned to technical tasks, and shall continue their education, training and self-orientation efforts in order to advance in their specific science and art of police administration.
- 16.05** They shall strive to develop and disseminate improved administrative and technical practices and promote their use in police work.

17.00 DUTIES AND RESPONSIBILITIES OF PATROL OFFICERS

- 17.01** A patrol officer is responsible for carrying out the functions of the department, including the suppression of crime, the protection of life and property from criminal depredation, the apprehension and arrest of violators of the criminal and traffic laws, recovery of stolen property and the regulation of non-criminal conduct. They shall constantly direct their best efforts to accomplish that end intelligently and efficiently, and shall hold themselves in readiness at all times to answer the calls and obey the orders of their superior officers.
- 17.02** They shall be held strictly accountable for the good order of the post or beat to which they have been assigned for duty. They shall give their whole attention to their duties at all times.

- 17.03** They are responsible for the accomplishment of the total police mission on their beat or precinct. They shall constantly direct their best efforts toward the intelligent and efficient accomplishment of that end.
- 17.04** They shall become thoroughly familiar with the city, including bus routes, location of streets, highways, hospitals, bus depots, important industrial plants, factories, hotels, county, state and federal buildings, and offices, and shall acquire knowledge to enable them to render intelligent and helpful assistance, when requested.
- 17.05** They shall thoroughly familiarize themselves with their beat or precinct, learning the location of night telephones, fire-alarm boxes, streets, alleys and courts. They shall familiarize themselves with all public, business, office, and theater buildings and their entrances, exits and fire escapes.
- 17.06** They shall familiarize themselves with the people on their beat and in their precinct, learning as far as possible their names, characters, habits and occupations. They shall familiarize themselves with every form of activity on their beat or precinct, in order that they may be able to recognize any unusual or suspicious activity. They shall investigate at once, any such activity.
- 17.07** They shall at all times maintain an alert and business-like manner and a military bearing. They shall not conceal themselves except for some specific police purpose.
- 17.08** They shall during their tour of duty, faithfully, diligently and continuously patrol and inspect every part of their precinct or beat as often as possible, giving particular attention to and frequently re-checking locations where the crime hazard is great.
- 17.09** Insofar as possible, patrol officers shall not patrol their precinct or beat according to any fixed route or schedule, but shall alternate frequently and back-track in order to be in the location least expected.
- 17.10** They shall not, while on duty, loiter in or about the district stations or headquarters.
- 17.11** They shall not leave their beat or precinct during their tour of duty, except with the permission of their supervisory officer or upon urgent police business requiring immediate attention. They shall not, however, refuse to give assistance in the protection of persons and property near their beat or precinct, if called upon in any case requiring immediate attention. At first opportunity, they shall report to their supervisory officer the fact that they left their beat and the reason for doing so.
- 17.12** They shall request clearance on the air for eating and for coffee breaks and will state their location. If clear, the dispatcher will acknowledge and hold them on the air at their location.
- 17.13** They shall advise merchants regarding suitable crime-prevention and other security measures. They shall urge cooperation with the police in reporting all suspicious persons and situations.
- 17.14** They shall at night and during the time business houses are closed, exercise the greatest vigilance, giving particular attention to business houses and vacant or unoccupied buildings and dwellings, or residents of people who have requested police service. They shall frequently examine and try accessible doors, windows and gratings, and shall at once investigate all suspicious and unusual circumstances. In the daytime they shall examine in a like manner all vacant or unoccupied buildings and dwellings on their beat or precinct.
- 17.15** They shall be held accountable for failure to discover or report any doors or windows of business buildings which have been broken open, or have remained unsecured on their beat or precinct during their tour of duty.
- 17.16** They shall observe all persons whom they encounter and shall investigate any person whose appearance, conduct or presence seems suspicious.
- 17.17** They shall give particular attention to motor vehicles, being constantly on the alert for vehicles that have been stolen or used in the commission of a crime or that are improperly operated or illegally parked.
- 17.18** It shall be the responsibility of a patrol officer to take every lawful means to prevent the commission of a crime and to suppress all forms of commercialized vice on their beat or precinct during their tour of duty. They shall carefully observe all establishments suspected of commercialized vice and other places of a suspicious nature. They shall report to their supervisory officer those buildings or parts thereof which they suspect are being used in violation of any law or are the resorts of questionable or known police characters.
- 17.19** They shall give particular attention to pawnshops, second-hand dealers, junk dealers, pool halls,

bowling alleys, dance halls, taverns, hotels and rooming houses, all-night eating places and all places where criminals are known to congregate. They shall use every lawful means to suppress the illegal activities of these people.

- 17.20** At locations where large crowds are assembled, patrol officers shall preserve order and prevent the commission of crimes, the blocking of traffic and the destruction or damaging of property.
- 17.21** They shall take notice of all 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.
- 17.22** They shall report all dead animals found upon public property to the dispatcher.
- 17.23** They shall report the location of traffic signal lights which are out of order and street lights that are not burning at a time when they should be in operation.
- 17.24** They shall immediately report any fire which they observe and shall respond to all fire calls within their beat or precinct. They shall only respond to a fire using Code 10 when ordered by radio.
- 17.25** They shall take into official custody property that has been lost, stolen or abandoned in accordance with departmental procedures.
- 17.26** They shall carefully investigate all complaints which are assigned to them or which are brought to their attention by citizens. They shall take police action in those cases which come under the jurisdiction of the police department.
- 17.27** Upon sight or receipt of information from any source of a serious accident, crime or other occurrence requiring police attention, a patrol officer shall immediately respond and give such assistance or take such police action as the circumstances may require.
- 17.28** All officers, who in the regular course of duty, investigate an accident of which a report must be given, shall after completing such investigation, and before going off duty, forward a written report of such accident to the police department.
- 17.29** At the completion of their tour of duty, a patrol officer shall file all reports concerning police business. The filing of these reports shall not be left until the following day.
- 17.30** A patrol officer shall investigate all cases assigned to them. They shall interview the complainant or informant concealing the complainant's identity from other parties. They shall do all in their power to satisfy all parties concerned. They shall report what action they have taken in detail.
- 17.31** They shall perform such other duties as may be assigned by their supervisor.
- 17.32** Out-of-service activities or other non-police functions shall be conducted only where telephone or radio contact is available and after the dispatcher has been notified. All such out of service activity is subject to the approval of the dispatcher or by approval of a supervisor.
- 17.33** In service calls shall be designated as such by the dispatcher. In service means subject to answering radio calls.
- 17.34** Officers receiving late calls within a few minutes of their relief time will take the call. With the knowledge and consent of their supervisory officer, these calls may be given 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 advise the dispatcher of the action taken.
- 17.35** They shall remain in their respective precincts until fifteen minutes before the end of their shift. They shall remain in service on the air until relieved by the oncoming shift.
- 17.36** When patrol officers are scheduled to appear in court, they shall notify their commanding officer prior to roll call so that arrangements can be made, if possible, for their relief during this period.
- 17.37** Court appearances shall be handled by one officer of a two officer assignment where such procedures do not jeopardize the best prosecution of the case.
- 17.38** Two officer assignments shall, under no circumstances function without both officers present until notification has been made to the dispatcher.

- 17.39 Officers shall promptly answer and execute all orders from the dispatcher. Any member of the Patrol Division who receives such an order and doubts its legality shall carry out the order and contact their supervisory officer and explain the circumstances.
- 17.40 When officers have received a missed call as outlined in Section 102.02(5), they shall prepare a written report in duplicate explaining the conditions under which the call was missed. Both copies of the report shall be delivered to their supervisory officer, who shall forward one copy to the appropriate Division Chief.
- 17.41 When it becomes necessary for an officer to go to their district station for the purpose of making a report or for any other reason, they shall immediately notify the dispatcher and remain in service and subject to call.
- 17.42 In unusual or emergency situations where a supervisory officer is not present, the senior officer is in charge.
- 17.43 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. Officers so assigned, when called upon to affix a signature to any official paper or report, shall use only their official title and never sign as an acting officer of a higher rank.
- 17.44 Officers dispatched on calls and directed to stay on the air will be regarded as in service and are subject to call.

18.00 DUTIES AND RESPONSIBILITIES OF DISTRICT CLERKS

- 18.01 District clerks, both sworn and non-sworn personnel, are directly responsible to the command or supervisory officer of the detail to which they are assigned.
- 18.02 They shall receive and write reports and carry out other duties as directed by the commanding or supervisory officer.
- 18.03 They shall answer promptly all telephone communications in a manner prescribed by policy and procedure, and should analyze calls to determine if a supervisory or command officer should handle them.
- 18.04 They shall 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. When giving counter reports to citizens, they shall advise the citizen that a counter report is for incidents occurring in the City and County of Denver. See OMS 109.02 (2), DPD 250.
- 18.05 They shall not handle or receive information in reference to complaints on police officers but should immediately direct the call to the Internal Affairs Bureau, or to a supervisory or command officer. If neither is available, the caller should be advised to call or appear in person at the Internal Affairs Bureau.
- 18.06 They shall give special attention to those citizens appearing at the district station or at headquarters in person, and shall handle their request for service expeditiously and in the manner and bearing as prescribed in rules and regulations.

19.00 DUTIES AND RESPONSIBILITIES OF THE SUPERINTENDENT OF RADIO ENGINEERS

- 19.01 The Superintendent of Radio Engineers shall be the commanding officer of the Electronic Engineering Section and as such will report directly to the commander of Denver 911. The superintendent shall be subject to and be guided by all the duties and responsibilities of the command and supervisory officers of the Denver Police Department as stated in all official manuals and written orders of the department. The superintendent shall be responsible for the efficient operation of all radio communications equipment of the Denver Police Department and for that radio communications equipment described in the Mayor's Executive Order #18A. The superintendent shall be responsible for the planning necessary to keep all radio systems up to date, for the planning to insure procurement and growth as necessity demands. The superintendent shall prepare an annual budget in the prescribed manner and present it to the Division Chief of Research, Training, and Technology when requested.

- 19.02** The Superintendent shall assign one or more Radio Engineers or Radio Electronic Technicians to the Radio Repair Shop. The Superintendent shall direct and control the installation, operation, maintenance and repair of radio broadcasting and receiving equipment.
- 19.03** They shall at all times abide by the rules and regulations of the Federal Communications Commission, and shall require radio operators to do likewise.

20.00 DUTIES AND RESPONSIBILITIES OF RADIO ENGINEERS

- 20.01** Radio Engineers are under the direct control of the Superintendent of Radio Engineers
- 20.02** During their tour of duty each engineer shall be responsible for the efficient operation of the transmitter and all auxiliary equipment of the radio transmitter station as directed by the superintendent of radio engineers.
- 20.03** When the radio repair shop is closed, any Radio Engineer or Radio Electronic Technician so notified shall respond to the repair shop, or any other place, as directed by either the Superintendent of Radio Engineers or the ranking officer in Denver 911, to make necessary repairs of communications equipment.

21.00 DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE OFFICER OF THE POLICE RESERVE UNIT

- 21.01** The executive officer of the Reserve Unit shall be appointed by the Chief of Police from the classified service and shall serve at the pleasure of the Chief of Police. The executive officer shall be responsible to and under the control of the Division Chief of Patrol.
- 21.02** The staff of this organization shall be appointed by the executive officer and shall serve at the pleasure of said officer.
- 21.03** It shall be the duty of the executive officer to call and preside at all meetings of this organization, to appoint all special committees, to supervise, train, discipline, organize and promote harmony within this organization and it shall be incumbent upon the executive officer to see that the rules and regulations of this organization are enforced.
- 21.04** The executive officer shall have custody of all property that may be assigned to the Police Reserve Unit.
- 21.05** The executive officer shall have control, management, and direction over all members of the Police Reserve Unit with the authority to detail any member to such service as may be necessary to complete the police mission, together with the power to suspend any member for insubordination or dereliction of duty.
- 21.06** The executive officer shall maintain complete records, coordinate all activities and establish such courses of instruction as deemed necessary for the efficient operation of the Police Reserve Unit.
- 21.07** The executive officer shall be cognizant of the scheduling of parades, exhibitions, and other crowd attracting events that are to take place within the city, and advise the commanding officer of the Special Operations Division accordingly. The executive officer will prepare details, make assignments, and provide adequate information to personnel assigned for all such activities.
- 21.08** The executive officer shall correlate the assignment of personnel of the Police Reserve Unit to traffic functions in cooperation with the approval of the commanding officer of the Special Operations Division.

22.00 DUTIES AND RESPONSIBILITIES OF NEIGHBORHOOD POLICE OFFICERS

- 22.01** Neighborhood Police Officers shall take a comprehensive, generalist approach to police work while focusing on enhancing the safety and quality of life in their assigned neighborhood and their Patrol District.
- 22.02** Neighborhood Police Officers shall be the main point of contact for their assigned neighborhood with the Police Department and Patrol District.

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- 22.03** Neighborhood Police Officers shall develop and maintain a relationship with residents and businesses in their assigned neighborhood.
- 22.04** Neighborhood Police Officers shall identify and prioritize problems, utilizing both law enforcement experience and community input, and with the community, develops plans to address problems.
- 22.05** Neighborhood Police Officers shall participate in crime prevention activities as determined by the Neighborhood Police Officer, the officer's supervisor, and the community.
- 22.06** Neighborhood Police Officers shall communicate effectively with the community and other police officers.
- 22.07** Neighborhood Police Officers shall support District and Department activities when an urgent need arises or when instructed to do so by supervisory officers.
- 22.08** Neighborhood Police Officers shall maintain a working knowledge of available resources, and communicate to other officers and the community how to access those resources.
- 22.09** Neighborhood Police Officers shall be available, in a timely manner, by pager to assigned neighborhood residents and businesses, unless excused from this responsibility by the Neighborhood Police Officer's supervisor.
- 22.10** Neighborhood Police Officers shall document and manage project reports pertaining to problems within the Neighborhood Police Officer's assigned neighborhood. These project reports will track referrals to other agencies and units within the police department.
- 22.11** Neighborhood Police Officers shall contribute to the Patrol District nuisance files in a timely manner.
- 22.12** Neighborhood Police Officers shall communicate accurate information regarding crime trends and other public safety issues in a timely manner.
- 22.13** Neighborhood Police Officers shall attend all regularly scheduled neighborhood meetings unless excused in advance by a supervisory officer.
- 22.14** Neighborhood Police Officers shall attend all regularly scheduled store front hours unless excused in advance by a supervisory officer.

23.00 DUTIES AND RESPONSIBILITIES OF POLICE RESERVE OFFICERS

- 23.01** The Denver Police Reserve Unit is an all volunteer, unpaid program whose purpose is to augment the field strength of the department.
- 23.02** Reserve officers serve at the discretion of the Chief of Police. Service as a police reserve officer neither possesses or acquires any employment right or benefit either through the Denver Police Department, or the Denver Civil Service authority. Service in the Reserve Program does not in any way guarantee acceptance in the future into the lateral/reserve entry program of the Denver Police Department.
- 23.03** Police Reserve Officers are permitted to exercise police authority and carry firearms only when in uniform and on an authorized assignment.
- 23.04** Reserve officers are subject to all Department Rules and Regulations, Operations Manual provisions and orders and directions of full time regular Denver Police Officers.
- 23.05** Status as a reserve officer can be terminated at any time for violation of any rule, regulation, policy, procedure, or law; for unsatisfactory or substandard performance or anytime the department deems necessary. Termination from the reserve program is not subject to appeal. Any expense or cost incurred by reserve officers as part of service in the Reserve Program will not be reimbursed upon termination.

24.00 DUTIES AND RESPONSIBILITIES OF FIELD INSTRUCTORS

- 24.01** At the discretion of the Chief of Police, officers may be assigned as field instructors to perform a training mission within the line functions of the department.
- 24.02** Officers assigned as training officers shall perform that required training function in conjunction with the duties of their field assignment, and shall be responsible for all duties and responsibilities of patrol

officers.

- 24.03** Officers assigned to act as field instructors, should be working examples to the trainees assigned. They should demonstrate initiative, resourcefulness, intelligence, alertness, observation, judgment and professional bearing to a greater degree than is ordinarily required
- 24.04** They shall be thoroughly familiar with the Operations Manual and departmental policy. They will develop and demonstrate a thorough professional knowledge of police work and promote the best police practice to the officers they are assigned to train.
- 24.05** Field Instructors, also known as Field Training Officers (FTO's), shall evaluate those probationary officers assigned to them by completing Daily Observation Report, DPD 292, and End of Phase Evaluation, DPD 292B. See OMS 503.04 (2) b.
- 24.06** Field instructors, upon their approval will sign and be responsible for reports written by probationary officers that require the signature of a reviewing or approving officer. (i.e. Traffic Accident Reports, General Occurrence {GO} reports, etc.)
- 24.07** When an officer, other than a probationary officer, is assigned for retraining, the training officer shall be in charge regardless of seniority.

25.00 DUTIES AND RESPONSIBILITIES OF AIRPORT POLICE

- 25.01** The commanding officer of the airport police shall be responsible to the Division Chief of Special Operations, and shall be accountable for all aspects of police service rendered by the Denver Police Department.
- 25.02** The commanding officer has direct supervision and control over all Denver Police Officers and all CSA employees of the Department assigned to their command. They shall coordinate their functions and activities of their assignments with the FAA, FBI, and the appropriate personnel employed by Denver International Airport.
- 25.03** Officers assigned to Denver International Airport shall perform the duties set forth by the commanding officer. Officers assigned to concourse screening will remain available to respond to screening area alarms within the time limit required by FAA rules and the procedure established by the commanding officer. They will be free of this responsibility only when properly relieved for breaks and shift change.

26.00 DUTIES AND RESPONSIBILITIES FOR THE DENVER POLICE DEPARTMENT PSYCHOLOGIST

- 26.01** The Police Psychologist will provide voluntary and confidential services to all Denver Police Officers and their families.
- 26.02** The psychologist will provide management consultation to administrative personnel regarding psychological issues, implementation of programs and employee concerns.
- 26.03** Psychological instruction will be provided, as required, to members of this department in recruit training, supervisory training and specialized schools.
- 26.04** The Psychologist will provide psychological consultation in cases of barricaded suspects and hostage situations, at the request of the commander in charge of the field emergency.
- 26.05** The psychologist will supervise the Peer Support Project of the Denver Police Department and other future services of a psychological assistance nature that are approved for this Department by the Chief of Police.

27.00 DUTIES AND RESPONSIBILITIES OF THE SECONDARY EMPLOYMENT ADMINISTRATOR

- 27.01** The Administrator of the Office of Secondary Employment is assigned to the Civil Liability Bureau and is responsible, through the chain of command, to the Chief of Police.
- 27.02** The Administrator is responsible for the control of all off duty work requiring police authority. This office will handle the arrangements for Secondary Employment when a request is made.

27.03 The Administrator will establish and maintain the following lists:

- a. Contractors who have lost their approval or who have been specifically denied.
- b. Those officers who work secondary employment and the name of the contractor.
- c. Officers of all eligible ranks desiring to perform secondary employment.

28.00 DUTIES AND RESPONSIBILITIES OF THE UNDERWATER RECOVERY TEAM

28.01 The Underwater Recovery Team is comprised of sworn personnel from all divisions of the Denver Police Department who are trained and certified volunteer divers. It is coordinated by the Division Chief of Patrol.

28.02 The Underwater Recovery Team shall consist of a Team Leader, an Assistant Team Leader and as many additional qualified divers as are necessary to provide the needed services.

28.03 The Team Leader shall be appointed by the Division Chief of Patrol and shall be in charge of the Team and its activities, regardless of the rank of the other divers on the team. In his absence, the Assistant Team Leader shall be in charge.

28.04 The primary mission of the Underwater Recovery Team shall be the recovery of evidence in investigations in which the Denver Police Department has primary jurisdiction.

- a. The Team will assist other agencies when such assistance has been requested and approved by the Division Chief of Patrol.
- b. The Team will perform such other underwater tasks as the Division Chief of Patrol may assign.

28.05 Officers who are members of the Underwater Recovery Team shall be responsible for providing their own equipment. They are also responsible for any routine maintenance or repairs and replacement, should the equipment be damaged, lost or stolen.

29.00 DUTIES AND RESPONSIBILITIES OF THE NUISANCE ABATEMENT COORDINATOR

29.01 The position of Nuisance Abatement Coordinator will be filled by a sworn officer of the Denver Police Department who has attained the rank of Captain or Lieutenant.

29.02 The coordinator will manage the Nuisance Abatement Team, which consists of sworn officers of the rank of Detective and administrative support personnel.

29.03 The Office of Nuisance Abatement Coordinator shall perform the designated responsibilities with respect to Denver Revised Municipal Code (D.R.M.C.) 37-5 and other relevant ordinances and procedures related to the abatement of public nuisances, as determined by the Manager of Safety.

29.04 The Nuisance Abatement Coordinator shall work with representatives from Building Inspection, Excise and License, Fire Department, Public Health, Denver Department of Human Services (D.D.H.S.), District Attorney's Office, City Attorney's Office, Health and Hospitals Housing Code Enforcement, Zoning Administration, Neighborhood Support Services, and other agencies as needed.

30.00 DUTIES AND RESPONSIBILITIES OF THE JUVENILE INTAKE UNIT

30.01 Maintain the Juvenile Intake Log.

30.02 Fingerprint and Photograph juvenile suspects.

30.03 Coordinate with Denver Department of Human Services (D.D.H.S.) to obtain placement of status offenders and juveniles being detained pending release to parents.

30.04 When the Missing and Exploited Persons Unit (M.E.P.) is closed, personnel will take reports on runaways and missing persons.

30.05 Provide information and assistance on juvenile arrests to officers and supervisors.

30.06 Transport juveniles from Juvenile Intake to Gilliam Youth Center.

31.00 DUTIES AND RESPONSIBILITIES OF HIGH SCHOOL RESOURCE OFFICERS

- 31.01** Officers assigned as High School Resource Officers will act as a law enforcement liaison / consultant / representative with students, faculty, school staff, administration, parents and the school community. They will also provide a liaison between the school and the criminal justice system, including the police department, the courts and corrections personnel for all crime-related incidents involving students or school staff.
- 31.02** High School Resource Officers will contribute to the positive police / school / community relations efforts, especially as these efforts relate to students and parents.
- 31.03** They will maintain high visibility and take the initiative to interact with students and staff, serving as professional and positive role models.
- 31.04** High School Resource Officers will coordinate with the Denver Police Explorer Scout Post and the Denver Police Recruitment Unit to encourage students to pursue careers in law enforcement.
- 31.05** They will assist in the prevention and control of crime (including traffic violations), delinquency and disorder on the campuses and, when students are involved, in areas in the immediate vicinity of school campuses.
- 31.06** High School Resource Officers will differentiate between disciplinary issues and crime problems and respond appropriately. Denver Police Officers will not intervene in concerns that are solely in violation of Denver Public School rules or policies. 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 the Denver Public Schools.
- 31.07** High School Resource Officers will take appropriate law enforcement action when needed, in accordance with existing law, conducting preliminary investigations of suspected criminal activity involving students and school personnel, or incidents on school grounds. They will complete follow-up investigations when appropriate, or refer the matter to the appropriate bureau or unit.
- 31.08** They will assist the faculty and administration in the development of emergency management plans for the school population, in an effort to minimize the potential for injury or damage in the event of a crisis situation.
- 31.09** High School Resource Officers will mediate potentially violent conflicts between students, parents and faculty and will direct students and/or parents to the appropriate resource for non-criminal issues.
- 31.10** High School Resource Officers will participate in Law Related Education and will ensure that a variety of personal safety and information classes are made available to the students.
- 31.11** They will coordinate all available resources, including parents, the community, the government, the juvenile justice system, and Denver Department of Human Services (D.D.H.S.) to identify issues and solve problems.
- 31.12** High School Resource Officers will coordinate with the Denver Public School administration and security.
- 31.13** They shall keep the appropriate District Captain apprised of any information which would impact patrol staffing, including planned events or suspected gang situations.
- 31.14** High School Resource Officers may be asked to work with the high school's respective feeder schools on a limited basis, as needed. These will include both middle and grade schools in the district.
- 31.15** They will appear in court and assist in prosecution and other judicial processes, as appropriate.
- 31.16** They will assist in the coordination of other enforcement agencies on the campuses.
- 31.17** Upon consultation with the school's principal or designee and the officer's commander or designee, a High School Resource Officer may be assigned to attend selected extracurricular activities, such as Parent Teacher Association meetings, athletic events or dances. The Officer assigned to the extracurricular activity is in no way intended to supplant the need for normal security measures which may include the hiring of off-duty officers.
- 31.18** High School Resource Officers shall perform other duties as assigned by the police department and/or

the school's management, by mutual agreement of the school administrative personnel and the officer's commander.

32.00 DUTIES AND RESPONSIBILITIES OF THE COMMUNITY POLICING COORDINATOR

- 32.01 Assist the Chief of Police with any work request.
- 32.02 Assist any member of the senior command staff with work requests involving community oriented policing, including, but not limited to the Strategic Plan, problem solving, prevention and partnership activities.
- 32.03 Attend senior command staff meetings.
- 32.04 Attend the COPS meetings.
- 32.05 Liaison with other agencies for the purposes of creating partnerships that promote the Vision, Mission and Values of the Denver Police Department.
- 32.06 Maintain active membership in the advisory committee for the Colorado Regional Community Policing Institute, (CRCPI), TRIAD the commission for the Aging and any other group required by the Chief of Police as his/her representative.
- 32.07 Solicit data regarding community-involved or problem oriented police work from officers for the purpose of grant reporting and publication.
- 32.08 Create the annual C.A.B.L.E. Policing Report.
- 32.09 Edit the C.A.B.L.E. newsletter.
- 32.10 Revise the "Resource Guide for Police Officers" and the "Resource Guide for Citizens" every two years.
- 32.11 Track time spent in community policing. Prepare an annual report for the senior staff.
- 32.12 Complete Strategic Plan tasks allocated to the Offices of Chief of Police and Deputy Chief of Operations.
- 32.13 Coordinate and collate the Strategic Plan Progress Reports for the Advisory Committee's co-chairs: The Deputy Chiefs of Administration and Operations; set up the annual meetings; invite committee members; assist the co-chairs with any request involving this topic.
- 32.14 Train groups regarding community policing/problem solving, for example, the Citizen's Academy, Reserve Officers and employees of other city agencies.
- 32.15 Constantly seek opportunities to further the Department's Vision, Mission and Values.

33.00 DUTIES AND RESPONSIBILITIES OF CORPORALS WITHIN THE PATROL DIVISION

- 33.01 Officers assigned as a Corporal in the Patrol Division shall perform all of their required functions in conjunction with the duties of their field assignments and shall be responsible for all duties and responsibilities of Field Instructors and patrol officers.
- 33.02 When serving as an Acting Sergeant, Corporals are directly responsible to a supervisory or command officer and are charged with exacting the proper performance from all members and subordinates under their control.
- 33.03 The primary responsibility of a Patrol Corporal is training in the role of Field Instructor. The immediate supervisor of the Corporal must take into consideration the demands of Field Training and plan accordingly.
- 33.04 In the absence of a supervisor, Corporals shall assume command and control of crime scenes, crimes in progress, vehicular pursuits and all other critical incidents.
- 33.05 They shall see that their subordinates make all required reports promptly and such reports shall be accurate, complete and on the proper forms.
- 33.06 In the absence of a Sergeant, the Corporal shall sign and be responsible for reports written by officers that require the signature of a reviewing or approving officer (i.e., Traffic Accident Reports, General

Occurrence {GO} Reports, etc.)

- 33.07** They shall administer roll call training.
- 33.08** They shall assist Sergeants with event planning and preparing a police response.
- 33.09** They will assist with shift operations by reporting personnel issues or articulating situations needing resolution to their supervisor or commander.
- 33.10** When designated as Acting Sergeant, Corporals will perform the necessary duties of the Sergeant.
- 33.11** The Corporal must accept responsibility in matters not covered by hard and fast rules of procedure.

- 33.12** They are not only responsible for their own conduct and performance of police duties, but for that of subordinates as well. They shall set an example in sobriety, dignity, courtesy, discretion, initiative, industry, diligence, truthfulness, courage, attention to duty and the observance of proper discipline. They shall at all times, appear neatly attired and clean in person and equipment.
- 33.13** They shall have the particular responsibility to maintain rigid police discipline and cause to be investigated all complaints of misconduct, incompetence, neglect of duty or violations of the rules and regulations. They shall report these circumstances immediately and in full detail to their supervisor or commanding officer in accordance with the departmental rules of discipline.
- 33.14** They shall be held strictly accountable for the efficiency, good conduct, and appearance of the subordinate officers under their supervision.
- 33.15** If they observe or are informed of any willful neglect of duty or misconduct by an employee or member not assigned to their command they shall, except where the reputation of the department and welfare of the community demands immediate direct action, bring it to the attention of a supervisory officer of the member or employee, who shall immediately investigate the matter to determine the facts and make a written report of their findings to their commanding officer.
- 33.16** They are responsible for the proper execution of orders by their subordinates. The mere fact that an order has been given does not satisfy the Corporal's duty to ensure that the order is executed.
- 33.17** Communications, orders and directives emanating from the Chief of Police or a commanding officer, and all requests for assistance from one division or bureau to another, shall follow the chain of command, except in emergencies where the element of time renders this procedure impractical and ineffective in the proper and expeditious performance of police duties.
- 33.18** They shall exercise direct command over lower ranking officers outside their usual command in all situations where the police purpose or the reputation of the department is jeopardized. However, they shall not unnecessarily give orders to subordinates who are not assigned to their command. Whenever orders that are given are of sufficient importance to require the subordinate receiving them to leave their regular post or assignment the officer giving the orders shall, as soon as practicable, inform the subordinate's commanding officer of the action taken.
- 33.19** They shall follow the departmental rules of discipline and disciplinary procedures in all cases of misconduct on the part of their subordinates.
- 33.20** They shall make an impartial written report to their supervisor or commander in every case of misconduct, incompetence, neglect of duty, or violation of the rules and regulations on the part of a subordinate, and failure to do so shall be deemed neglect of duty.
- 33.21** They shall familiarize themselves with all police procedures, general orders, rules and regulations, city ordinances, and state and federal laws, so that they may be competent to advise and instruct subordinates in the proper performance of their duties.
- 33.22** They shall give particular attention to the morale of subordinates and shall do their utmost to promote harmony among the ranks.
- 33.23** They shall exercise their authority with kindness, firmness, justice, and reason.
- 33.24** When an officer has performed some meritorious police service, Police Corporals shall submit to their supervisor or commander a written factual report of the case and make such recommendations, as they deem proper. See 503.03.

- 33.25** They shall, before starting their tour of duty, study all directives carefully, and shall familiarize themselves with police problems which have emerged since their last tour of duty.
- 33.26** They shall call all matters of importance to the attention of their supervisor or commanding officer.
- 33.27** They shall, when completing their tour of duty, inform the supervisory officer coming on duty of any significant event which has occurred during the previous tour of duty.
- 33.28** They shall be responsible for the treatment of prisoners in their custody and under no circumstances shall they permit unnecessary force to be used.
- 33.29** When a prisoner is in need of medical attention, they shall take steps to make it available.
- 33.30** When available they shall personally respond to any emergency or occurrence of a serious nature and shall take personal command in cases that come under the jurisdiction of the Patrol Division until such time as superior officer assumes command.
- 33.31** The presence of a supervisory officer or another officer having command authority shall not in any way relieve them from responsibility and duties regularly assigned to them. They shall in such instances assist and supervise subordinates under the direction of the officer in command.
- 33.32** They shall assist and instruct the officers under their supervision in the proper discharge of their duties.

34.00 DUTIES AND RESPONSIBILITIES OF COMMANDERS OF POLICE

- 34.01** Commanders shall exercise such powers connected with their position as may be provided by ordinance, charter or Department policy. Commanders are responsible for the proper and efficient enforcement of all laws and ordinances, which the police department is authorized to enforce within their area of responsibility. Commanders shall also enforce Departmental rules, regulations, policies and procedures.
- 34.02** Commanders shall be guided by the Mission, Vision, Values, and Goals of the Department and also by the Strategic Plan of the Department as the foundation for their decision making, management and leadership of their commands.
- 34.03** Commanders shall carry out the general policies and orders of the Chief of Police and perform any and all duties assigned by the Chief of Police or his designee.
- 34.04** Commanders shall maintain strict unity of command. They shall exercise control over all members of their divisions to the end that the duties and responsibilities of their particular segment of the total police mission shall be promptly and efficiently performed and discharged.
- 34.05** Commanders are responsible for all police operations, within their respective area of responsibility, twenty-four (24) hours per day, unless granted leave by their Division Chief. Commanders shall organize and direct their commands for the efficient operation of all police service within their respective area of responsibility. Commanders shall so regulate their command that, at all times during their absence, it shall be under the command of a competent officer not lower in grade than a Lieutenant.
- 34.06** Commanders are responsible for staying abreast of all issues that may impact their area of responsibility, both internally and within the community and shall keep their superiors informed of issues in a timely manner. Commanders will focus their attention on the effective and efficient delivery of police service within their area of responsibility.
- 34.07** Commanders shall provide vigorous and positive leadership in accomplishing the Department's goals and advancing the programs and mandates of their superiors.
- 34.08** Commanders shall be responsible for the accurate dissemination of information from the senior command staff to their own subordinates. They are also responsible for supporting and implementing policies, procedures and programs, established by the Department, within their area of responsibility.
- 34.09** Commanders must be actively involved in problem solving for all issues and concerns within their area of responsibility. Commanders will formulate solutions to problems and coordinate an effective response.

- 34.10** Commanders shall exercise control over all members assigned under their command to the end that the duties and responsibilities of their particular segment of the total police mission shall be promptly and efficiently performed and discharged.
- 34.11** Commanders shall be responsible for all Department resources and reporting requirements (personnel, materials, equipment and money) assigned to their area of command and for their efficient and economical utilization toward the accomplishment of the police mission.
- 34.12** Commanders shall be responsible for the strict discipline, morale, necessary and proper training, safety, conduct, work performance and assignment of all Department employees under their command. They shall coordinate the efforts of all officers of their command toward achievement of police objectives, eliminating friction, criticism and inefficiency. They shall promote harmony and always concern themselves with the care and welfare of their personnel.
- 34.13** Commanders shall take proactive measures to identify performance deficiencies of personnel under their command and they will develop and implement effective interventions to correct subordinate performance or behavioral issues or problems and initiate disciplinary action when appropriate. They shall monitor the Early Identification and Intervention System (EIS) and identify subordinate personnel within their command who exhibit performance or behavior contrary to the mission, vision, values, goals, policies or procedures of the Department.
- 34.14** Commanders shall investigate, or cause to be investigated, all complaints of misconduct, incompetence, neglect of duty, or any violations of Department policy or Rules and Regulations on the part of anyone under their command as specified in OMS 503.01. Commanders shall assure that all evidence relating to alleged offenses is discovered and properly documented.
- 34.15** Commanders shall, without specific instructions, establish the required details and assignments necessary to carry out the functions of the police department, and of their command in particular. They shall be guided in their assignment of personnel by the number of officers available to them for assignment, and the necessity for assigning officers where they will be the most useful and efficient. They shall approve the monthly details to assure that they are adequately supervised and that the assignments are properly filled.
- 34.16** Commanders, as far as possible, shall anticipate emergencies and formulate procedures to be used in the event of such procedures.
- 34.17** Commanders shall be responsible for the planning and execution of programs designed to prevent and suppress crime and traffic accidents, detect and apprehend criminal and traffic offenders, protect and recover property, and solve problems of concern to the department.
- 34.18** Commanders have the authority to promulgate orders to their subordinates as provided in the Operations Manual and Rules and Regulations of the Department.
- 34.19** Commanders shall make inspections of their area of responsibility, personnel, facilities, and equipment at irregular intervals and hours of the day and night.
- 34.20** They will continually study obstacles and critically observe procedures affecting the police service under their direct control so that they may recommend and implement changes designed to increase their effectiveness.
- 34.21** They shall critically observe procedures affecting the operation of their assignment, recommending changes designed to increase their effectiveness.
- 34.22** Commanders will draft policies and procedures for review and approval by the Chief of Police related to issues and concerns within their respective areas of responsibility. They will make suggestions that are in the best interest of the Department.
- 34.23** Commanders shall confer with their respective Division Chief, Deputy Chief or the Chief of Police before taking any of the following actions:
- 34.24** Making important changes in the organization of their command.
- 34.25** Making important changes in operating procedure.
- 34.26** Leaving the city for a longer period than the normal weekly relief.

