

**CIVIL SERVICE COMMISSION
ANNOUNCEMENT OF EXAMINATION
LIEUTENANT
DENVER POLICE DEPARTMENT**

February 25, 2022

Public notice is now given that the Civil Service Commission of the City and County of Denver shall hold an examination to create an eligible register for a promotional appointment to Lieutenant for the Denver Police Department. All dates, times, and locations in this announcement are subject to change. Any change in this announcement's dates, times, or sites will be communicated in writing to all registered candidates.

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 The provisions of this Examination Announcement may be modified, rescinded, or revised, in writing, by only the Civil Service Commission, which reserves the right to unilaterally modify, cancel or alter the provisions of this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

Beginning Annual Salary (January 1, 2022)\$132,346.00

Abbreviated Examination Schedule	
Registration	February 25, 2022 – March 28, 2022
Orientation Sessions	April 7, 2022 – April 8, 2022
Disciplinary History Assessment	April 22, 2022
Multiple Choice Test	May 12, 2022
Writing Assessment Center Exercise	June 1, 2022
Assessment Center Exercises (tentative)	June 28, 2022 – July 1, 2022

REASONABLE ACCOMMODATION PER THE AMERICANS WITH DISABILITIES ACT: Please see pages 5.

REASONABLE ACCOMMODATION FOR LINE OF DUTY INJURY: Please see page 5.

REASONABLE ACCOMMODATION OF MILITARY LEAVE: Please see page 5.

ELIGIBILITY: To be eligible for the Lieutenant examination, candidates must have been duly appointed to the rank of Sergeant, Denver Police Department, must have held the position of Sergeant for a continuous period of not less than twelve (12) months before the date of the Disciplinary History Assessment (tentatively scheduled for April 19, 2022) and must currently be a member of the classified service.

REGISTRATION: Registration for the Lieutenant examination **begins at 8:00 a.m. on February 25, 2022, and ends on March 28, 2022, at midnight.** Eligible candidates must register online. The registration link from the Civil Service Commission will be on the website denvergov.org/civilservice.

MEMORANDUM, READING LIST, DEPARTMENT READING MATERIAL & JOB DESCRIPTION:

The Reading List will be available for download to all candidates upon completion of registration, along with an informational memorandum. The Reading List contains information on how to obtain all study materials. The Memorandum, the Reading List, the Department Reading Material, the 2022 Police Lieutenant Job Description, and this Announcement of Examination may be downloaded. Candidates will locate the registration link from the Civil Service Commission website www.denvergov.org/civilservice.

Military Leave Accommodation: The noted deadlines for registration and completion of registration-related documentation are subject to modification on an individual basis, based on an eligible Candidate's Military Leave status, as may be required to ensure compliance with the Uniformed Services Employment and Re-employment Rights Act of 1994. (See page 7.)

PREPARATION OF EXAMINATION: According to its rules, the Commission contracted with Ergometrics & Applied Personnel Research, Inc. to assist in developing and administering this examination. This firm has an extensive professional background in test development and will consult with the Commission Staff and Department Subject Matter Experts.

VIRTUAL ORIENTATION SESSIONS: Two virtual orientation sessions have been scheduled, on **April 7, 2022**, from **1:00 p.m. to 2:00 p.m.**, on **April 8, 2022**, from **9:00 a.m. to 10:00 a.m.** All registered candidates for this examination are encouraged to attend at least one of the Orientation sessions and may attend both if they elect to do so. Attendance is not mandatory. Only registered candidates will be admitted.

The agenda for both Orientation sessions is identical. However, based on specific candidate questions, some content may vary. The Orientations will provide additional information not included in this announcement. The Orientations will cover general information about the Disciplinary History Assessment, the Multiple-Choice Exam (including Job Knowledge and Situational Judgment sections), the Assessment Center, the examination scoring, confidentiality requirements, and accommodations for those on Military Leave.

EXAMINATION COMPONENTS – MAXIMUM POINT VALUES: The examination components and related maximum point values are as follows:

<u>COMPONENT</u>	<u>MAXIMUM POINT VALUES</u>
Disciplinary History Assessment	Pass or Fail
Multiple-Choice Exam	30 points maximum
Assessment Center	65 points maximum
Seniority	5 points maximum
<u>TOTAL</u>	<u>100 points maximum</u>

DISCIPLINARY HISTORY ASSESSMENT: Candidates will not appear in person for this component. Staff will review the Candidate's Internal Affairs Bureau (I.A.B.) Resume Report generated by I. A. PRO which lists the Candidate's history of Sustained Cases and, as necessary, will review departmental orders of disciplinary action. The assessment will be conducted by Civil Service Commission staff and is scheduled for April 19, 2022. The Disciplinary History

Assessment component is graded on a Pass or Fail basis. Only those candidates who pass the Disciplinary History Assessment will be permitted to continue the examination.

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

Must Pass the Assessment in Both Categories: A candidate must pass the assessment in both defined categories of sustained rule violations to pass the Disciplinary History Assessment. A candidate who fails in any one or both of the two types will fail the assessment. See Attachment A.

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

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

Deadline to Correct the I. A. B. Computerized DataBase: Candidates are responsible for confirming the information in the I.A.B. computerized database via Resume Report regarding their history of sustained disciplinary cases is accurate. A candidate will have up to **4:00 p.m., April 29, 2022**, to contact the Internal Affairs Bureau, identify any errors in the database regarding their disciplinary history, provide I.A.B. personnel with the necessary documentation to correct any identified errors, and to confirm database corrections.

Multiple-Choice Exam: The Multiple-Choice Exam is tentatively scheduled for **May 12, 2022**, at the P.P.A. Event Center. **Registration will begin at 7:30 a.m. and will close promptly at 8 a.m.** Candidates who arrive later than 8 a.m. for registration shall not be allowed to take the test and shall be disqualified. Candidates will be allotted approximately three (3) hours to complete the test. A Multiple-Choice Exam will be administered to all registered candidates who pass the Disciplinary History Assessment or for whom the Disciplinary History Assessment has been deferred. Cell phones, smartwatches, body cameras, and other electronic devices except for a stopwatch or regular watch will not be permitted in the Multiple-Choice Exam area. Candidates are instructed not to bring any cell phones, body cams, smartwatches, or other electronic devices. They will be instructed to return to their vehicles and leave those devices in their vehicles.

Two Sections: The Multiple-Choice Exam will comprise two sections; a Job Knowledge Section and a Situational Judgment Section. A maximum of eighteen (18) points may be earned for the Job Knowledge Section, and a maximum of twelve (12) points may be earned for the Situational

Judgment Section, for a maximum total of thirty (30) points for the Multiple-Choice Exam. The Multiple-Choice Exam addresses content areas from among those determined to be necessary for the successful performance of the duties and responsibilities. The Multiple-Choice Exam is a closed book test that requires candidates to respond to items without reference materials.

Job Knowledge Section: The test items in the Job Knowledge Section of the Multiple-Choice Exam are drawn directly from the materials and the textbooks on the official *Reading List*.

Situational Judgment Section: The test items in the Situational Judgment Section of the Multiple-Choice Exam are based on realistic situations that occur on the job. These test items require applying practical supervisory and management skills to specific job-related situations that have been determined as appropriate to the Lieutenant rank in the Denver Police Department. The items in the Situational Judgment Section are not drawn directly from the *Reading List* materials and textbooks. However, the correct responses to each situation will be in conformance with the *Reading List* source materials.

Minimum Passing Score: The determination of the minimum passing score on the Multiple-Choice Exam shall not be made by the Civil Service Commission until all candidates answer sheets have been scored from the general administration of the Multiple-Choice Exam on May 12, 2022. The minimum passing score shall be set in conformance with Commission Rule 15 § 8. The Commissioners are tentatively scheduled to set the passing score for the Multiple-Choice Exam on May 22, 2022. The passing score will then be announced once approved by the Commissioners and posted on the Commission's website. Once it has been posted, we will email you to let you know. Only those candidates who attain a passing score on the Multiple-Choice Exam may advance to the Assessment Center.

ASSESSMENT CENTER: The Assessment Center is tentatively scheduled to administer two (2) different sessions. The first session will be a writing exercise held on June 1, 2022, at the Denver Post Building, 7th floor. The second session will be held starting June 28, 2022, and ending July 1, 2022, at the Denver Post Building, 7th floor. The Assessment Center will be administered to all interested candidates who pass the Multiple-Choice Exam and follow all examination regulations and instructions.

On or around May 23, 2022, a random drawing will be held at the Commission's office to determine the date(s) and time(s) each Candidate will participate in the Assessment Center. A non-participating representative of the Police Protective Association and a non-participating representative of the Denver Police Department Administration will be invited to witness the drawing. Any candidates related by blood, marriage, or adoptions participating in the Assessment Center will be scheduled for the same Assessment Center session.

General information about the types of exercises and the dimensions to be rated by the assessors will be provided at the Orientation sessions. Completion of all Assessment Center exercises will require attendance at two half-day sessions. A panel of external assessors holding the rank equivalent to Lieutenant or higher will evaluate and assign scores to each Candidate's performance in a particular exercise.

Candidates may wear either their uniform or business attire to the Assessment Center. If a candidate elects to wear their uniform, all pins, medals, and other insignia must be removed except the rank, badge, and service stripes. No cell phones, smartwatches, or any other electronic devices (other than a stopwatch or watch) are allowed in any of the exercises during any portion of your assessment. Candidates will not be permitted to bring any items into the Denver Post Building or the assessment center, including previously prepared material. All necessary materials and supplies, such as paper, pens, reference materials, etc., will be provided. Candidates also may not bring any backpacks into the Denver Post Building or the assessment center unless a medical issue is covered by the A.D.A. This would require prior permission from Executive Director Niecy Murray.

Approximately six to eight weeks after the assessment center, the Commission will email a feedback report to each Candidate, evaluating their performance's relative strengths and weaknesses in the Assessment Center. They will be allowed to review a video of their presentation of their assessment center exercises. The feedback report is formulated by comments from the assessors and provided solely for the use of the Candidate in identifying and evaluating opportunities for personal development. The information will not be considered nor used to formulate a Candidate's official Assessment Center score but instead is solely provided as a learning tool for the Candidate. The exact date of the distribution of feedback reports will be contingent upon completing any and all delayed administrations of the examination due to the Military Leave or Line of Duty Injury status of otherwise eligible candidates.

All oral Assessment Center exercises will be videotaped. For the general administration of the Assessment Center, the assessors will not see the videos. The videos will be made for the Commission's records and allow candidates to review their performance after receiving the feedback report. Delayed individual administration of the Assessment Center, for the accommodation of Military Leave, may involve scoring a Candidate's videotaped exercises by the assessors.

SENIORITY: Each Candidate who successfully completes all components of the examination shall receive one-tenth of one point for each entire month of continuous service beyond twelve (12) full months of service in the Classified Service rank of Sergeant in the Denver Police Department, following the Candidate's most recent appointment to the Classified Service, until the maximum of five (5) points for Seniority has been reached. Seniority shall be computed through March 31, 2022, or through and including the last day of the month preceding the month in which the first examination component is administered. Length of service shall be reduced for unpaid leaves of absence (not including family medical leave or military leave) and suspensions without pay, in aggregate greater than 30 days. Credit for Seniority shall be computed consistent with Commission Rule 6 § 6. However, for any candidate who has been re-employed under the provisions of Rule 11 § 4, the computation of the length of service shall include both the Seniority which they had at separation, which was retained under Rule 11 § 4(B), and the Seniority accrued following reemployment, in spite of such combined service being considered non-continuous.

FINAL EXAMINATION SCORE/ELIGIBLE REGISTER: The final examination score shall be the sum of the points earned from the Multiple-Choice Exam and the Assessment Center, plus the points awarded for Seniority. The Eligible Register shall contain, in rank order, the names of only candidates who have successfully completed all examination components according to the final examination score. **The Civil Service Commission will approve the Eligible Register on or about July 15, 2022, for posting on July 20, 2022.** Once notification to the Police Chief has

occurred, copies of the Eligible Register will be posted on the Commission's website. Ties shall be broken according to Civil Service Commission Rule 7 § 4(B).

REASONABLE ACCOMMODATION PER THE AMERICANS WITH DISABILITIES

ACT: A candidate must request and describe, in writing via email, any reasonable accommodation(s) (per the Americans with Disabilities Act) they will need to participate in any component of the examination process noted herein, by the registration deadline of March 31, 2022, at 4 p.m. A medical statement documenting the Candidate's medical restrictions that support the requested reasonable accommodation for the examination process must also be submitted by the registration deadline. Each request will be reviewed on a case-by-case basis. The submission of a request does not necessarily mean that the request will be granted.

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

REASONABLE ACCOMMODATION OF MILITARY LEAVE: Examination procedures and/or regulations have been instituted to ensure compliance with the non-discrimination provisions of the Uniformed Services Employment and Re-employment Rights Act of 1994. Opportunity for late registration and delayed participation in this promotional examination process will be provided on an individual basis for those eligible to register and participate in the general administration of the examination components as noted herein but who cannot do so based on Military Leave status.

Any candidate who is absent from duty and unable to register due to Military Leave must register for the examination no later than 30 calendar days following the date of their return to duty. Any requests for other specific accommodations are to be made in writing. Candidates can obtain further information about seeking and receiving reasonable accommodation based on Military Leave status by contacting Jeannette Giron by email at jeannette.giron@denvergov.org or phone at (720) 913-3356.

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

ADDITIONAL INFORMATION: Any material misrepresentation of fact at the time of registration for this examination or during any examination component shall be grounds for disqualification of a candidate. Any violation by a candidate of the examination regulations or instructions shall be grounds for disqualification.

The examination shall be conducted in conformance with Commission Rules 6 and 15.

Any protest or challenge to the content of this official announcement and the examination plan as set forth herein must be presented by a candidate, in writing via email, to the attention of the Executive Director of the Civil Service Commission. It must be received by the Executive Director no later than 4 p.m. on March 31, 2022.

CIVIL SERVICE COMMISSION
Niecy Murray
Executive Director

ATTACHMENT A
ANNOUNCEMENT OF EXAMINATION
LIEUTENANT - DENVER POLICE DEPARTMENT
 February 25, 2022

DISCIPLINARY HISTORY ASSESSMENT: Candidates **will not appear in person** for this component, which provides for a merit-based evaluation of a 'Candidate's disciplinary history. See pages 3 and 4 of the announcement. For all Assessment categories, ""penalty date"" shall be defined as the date the Executive Director of Safety signed the respective Departmental Order of Disciplinary Action.

Assessment Categories – Definitions and Standards for Review

<u>Tier 1 Rule</u>	Fined (Days)	Suspended (Days)	Fined/Suspended (Days)
Sergeant to Lieutenant	>4	>3	>4

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

<u>Tier 2 Rule</u>	Fined (Days)	Suspended (Days)	Fined/Suspended (Days)
Sergeant to Lieutenant	>6	>5	>6

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

	Lieutenant (Years)	Captain (Years)
Demoted to Sergeant From...	5	8

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

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

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

- 1) **Any candidate who believes they would otherwise pass the Disciplinary History Assessment**, but for consideration of a departmental disciplinary action for which an appeal is currently active before a Hearing Officer or the Commissioners, **may request that their Disciplinary History Assessment be deferred until the Hearing ' 'Officer's and/or the ' 'Commission's final decision has been rendered on the disciplinary appeal.**
- 2) A deferral may be requested only with respect to a disciplinary appeal which has been filed with the Commission on or before the closing date of registration and for which a decision on the merits, or a final closing order, has not yet been issued at the Hearing Officer level and/or at the Commission level, as applicable.
- 3) A requested deferral is granted based on a disciplinary appeal before a Hearing Officer shall be automatically continued should either party to the timely appeal file an appeal from the Hearing ' 'Officer's decision to the Commission.
- 4) A deferral may not be requested for a disciplinary appeal pending a Hearing ' 'Officer's decision to the district court or for an appeal seeking judicial review of the ' 'Commission's final decision in a disciplinary appeal.
- 5) A candidate shall be granted a requested deferral only if they can pass the Disciplinary History Assessment standards absent any consideration of the sustained discipline, subject to the respective disciplinary appeal(s).
- 6) A candidate denied a requested deferral will have their Disciplinary History Assessment completed as otherwise provided herein.
- 7) The Executive Director, Civil Service Commission, will provide written notification to a candidate indicating whether the requested deferral has been granted. Notification will occur after the scheduled administration of the Disciplinary History Assessment. The decision of the Executive Director shall be deemed a final action by the Commission. No appeal will be entertained.
- 8) **Any Request For Deferral Of The Disciplinary History Assessment must be received, in writing, at the office of the Commission**, no later than the close of the registration period).
- 9) **Any Request For Deferral Of The Disciplinary History Assessment must include the following:**
 - a) ' 'Candidate's name, address, phone number(s), and social security number;
 - b) Case number and caption of the subject disciplinary appeal(s), if assigned;
 - c) Copy of the Departmental Order Of Disciplinary Action that is at issue in the disciplinary appeal(s) in question;
 - d) A statement requesting that the C' 'Candidate's Disciplinary History Assessment be deferred until the noted disciplinary appeal is resolved at the Hearing Officer and/or Commissioner level, as may be applicable;

- e) A statement that the Candidate agrees and understands that there is no right to a deferral, but instead it is a courtesy granted by the Commission;
 - f) A statement affirming that, to the best of the C' 'Candidate's knowledge, information, and belief, the Candidate would otherwise pass all of the standards of the Disciplinary History Assessment but for consideration of the sustained discipline which is the subject of the pending appeal(s);
 - g) A statement that the Candidate agrees and understands that their examination for the Police rank in question shall not be deemed completed during the time that the Candidate's Disciplinary History Assessment is being deferred;
 - h) A statement that the Candidate agrees understands, and knowingly and voluntarily waives any claim regarding the facts that: (1) their score(s) for the Multiple-Choice Exam and/or the Assessment Center components of the examination will not be released during the time that the Candidate's Disciplinary History Assessment is deferred; and (2) said scores for these components will not be released and will be deemed null and void should the Candidate ultimately fail the Disciplinary History Assessment;
 - i) A statement that the Candidate agrees understands, and knowingly and voluntarily waives any claim regarding the facts that: (1) only if and when the Candidate ultimately passes the Disciplinary History Assessment and has successfully completed all other components of the examination will their final score be computed, and the results then are brought before the Commission for approval for the C' 'Candidate's placement onto the Eligible Register at their appropriate rank order; and (2) the Candidate shall not be eligible to be certified based on rank order to the Executive Director of Safety, for consideration for promotional appointment, until such time that they have been approved for placement onto the Eligible Register; and (3) based on successful completion of all components of this examination, the Candidate may only become eligible for placement onto the Eligible Register that is established as a result of this examination.
 - j) The notarized signature of the Candidate and the date of signature.
- 10) At such time as the Disciplinary History Assessment is administered for a candidate who has been granted a deferral, the assessment shall reflect the final determination and orders of the Hearing Officer or the Commission, as applicable, concerning the disciplinary violations and penalties in questions. For assessment purposes only, the respective violation(s) and/or penalties on the I.A.B. list via Resume Report of Sustained Cases will, as necessary, be sustained, modified, or vacated to reflect the respective final determination in the disciplinary appeal.