

DIVISION II

Series 1.00 and 2.00

PERSONNEL ORGANIZATION

FUNCTIONAL RESPONSIBILITIES OF DIVISIONS, BUREAUS, SECTIONS AND UNITS

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1.00 PERSONNEL ORGANIZATION**1.01 Organization - Police Department**

- (1) The Police Department shall be composed of the Chief of Police who shall be appointed by the Mayor, and such subordinate police officers appointed pursuant to Civil Service requirements and employees appointed pursuant to Career Service requirements, as may be necessary to preserve the peace, protect persons and property, and enforce laws and ordinances.
- a. Chief of Police
 - b. Deputy Chiefs of Police
 - c. Division Chiefs of Police
 - d. Commanders
 - e. Captains
 - f. Lieutenants - Superintendent of Radio Engineers
 - g. Sergeants - Radio Engineers
 - h. Detectives – Technicians - Corporals
 - i. Police Officers
 1. Police Officer 1st Grade (Those having three or more years of service).
 2. Police Officer 2nd Grade (Those having two and less than three years of service).
 3. Police Officer 3rd Grade (Those having one and less than two years of service).
 4. Police Officer 4th Grade (Those who have been P.O.S.T. certified after Academy training, and who are in the nine month probationary period).
 5. Recruit Officer (Those officers in Academy training).

1.02 Career Service Employees

- (1) CSA employees will perform the duties designated by the Manager of Safety through the Chief of Police, working such hours as the officers under whose supervision they are placed shall deem proper for the accomplishment of the duties assigned to them.
- (2) In the performance of all duties they shall be honest, diligent, faithful, competent and obedient; exercise due care and strict economy in the use of city property and refrain from any act detrimental to the best interests of the City.
- (3) CSA employees shall also be amenable to all rules and regulations set forth by the Personnel Director appointed by the Career Service Board.
- (4) Career Service employees shall be given the necessary on the job training to complete their assignments and deal with the public in a professional manner. If an employee is performing in an unsatisfactory manner, every effort will be made to retrain and retain an employee in order to ENSURE that the employee will not be lost and that the citizens' view of the Department is not jeopardized.
- (5) Career Service employees are encouraged to take advantage of all schools and seminars made available to them as long as it does not interfere with the police mission.

2.00 FUNCTIONAL RESPONSIBILITIES OF DIVISIONS, BUREAUS, SECTIONS AND UNITS**2.01 CHIEF'S OFFICE**

- (1) The Deputy Chiefs of Administration and Operations, the Legislative Unit, the Public Affairs Unit, the Internal Affairs Bureau and the Civil Liability Bureau report directly to the Chief of Police.

2.02 Legislative Unit

- (1) The lobbyists monitor state and local legislation and advise the Chief on its impact on the department. Legislation brought to state and city agencies from the Police Department are coordinated from within the Department by the lobbyists, with the Chief giving final approval, then presented to state government or the Mayor's Office and City Council by the Lobbyists.

2.03 Public Affairs Unit

- (1) The primary responsibility of the Public Affairs Unit will be to act as a liaison with the media in matters of Department-wide concern. The office functions as the spokesperson of the Department by providing the news media and the community with information on Department operations.
- (2) Personnel assigned to the Public Affairs Unit will:
 - j. Assist media personnel in covering routine news stories.
 - k. Be available for on-call response to the media.
 - l. Prepare and distribute news releases to the media.
 - m. Arrange and assist at news conferences.
 - n. Assist in crisis situations within the department.
 - o. Coordinate and authorize the release of information concerning Departmental investigations and operations.

2.04 Internal Affairs Bureau

- (1) The Internal Affairs Bureau (I.A.B) reports to the Chief of Police. Its primary responsibility is to ensure the integrity of the Denver Police Department.
- (2) Secondary Employment: The Secondary Employment Coordinator reports to the Commander of the Internal Affairs Bureau and is responsible for assuring that secondary employment performed by department members is in accordance with the provisions of operations manual section 114.00.

2.05 Civil Liability Bureau

- (1) The Civil Liability Bureau reports directly to the chief of police of and is responsible for conducting complete and thorough investigations in contemplation of litigation or pursuant to claims and lawsuits.
- (2) The personnel of this bureau are responsible for the confidentiality of officers' statements and the security of the files. They are responsible for the necessary notification and processing of information once a lawsuit is commenced and shall cooperate with the City Attorney's Office in all lawsuits wherein any personnel of the police department and the City and County of Denver are named as defendants.
- (3) The personnel of this bureau act as agents for the chief of police by responding to the courts on subpoenas duces tecum.
- (4) Court Liaison Unit personnel report to the commanding officer of the civil liability bureau and act as a liaison between the courts and the police department. They are responsible for the issuance of all off-duty court slips. They shall notify the commanding officer of the internal affairs bureau of any officers who are derelict in their court activities.

2.06 Community Policing Coordinator

- (1) The Community Policing Coordinator is responsible for coordinating and disseminating information relating to community policing / problem solving activities for all divisions, as well as the chief of police.

2.10 DEPUTY CHIEF OF POLICE - ADMINISTRATION

- (1) The Division Chief of Technology and Support and the commanders of the, Human Resource Management Bureau, Financial Services Bureau, and Administration Support Bureau report directly to the Deputy Chief of Administration.

2.11 Administration Support Bureau

- (1) Personnel are responsible for maintaining communications between the divisions and bureaus under the command of the Deputy Chief of Administration; address the needs of the division through special projects and review of daily operations; monitor staffing, officer deployment, equipment needs and disciplinary investigations.

2.12 Human Resource Management Bureau

- (1) The Human Resource Management Bureau is responsible for the completion of all administrative personnel functions relating to police personnel and Career Service employees of this Department. The section is also responsible for disseminating any information requested by any department employee in matters of retirement, disability or death benefits, vacation or sick leave benefits, salary and overtime benefits, and health and life insurance benefits.
- (2) Limited Duty Section: The limited Duty Section consists of officers who have been injured or are suffering from an illness which prevents them from performing their regular duties for at least thirty days. The Safety Representative monitors the employee's recovery progress by coordinating with the officer, attending physician and the Occupational Health & Safety Clinic until the officer is returned to full duty.
- (3) The Safety Representative is the Department's liaison with the City Worker's Compensation Unit and is responsible for supervising the Limited Duty Section. The office is further responsible for the completion, compilation and processing of all reports pertaining to injuries incurred by members of the Department. All employees of the Denver Police Department shall refer line of duty injuries to the Safety Representative. The Safety Representative is the liaison for resolution of health and safety issues, which could affect the employee population, is the Infectious Disease Control Officer for the Department and is one of the liaisons regarding the American Disabilities Act.
- (4) Recruitment Unit: The goals of the Recruitment Unit are to increase the Department's participation in the recruitment process with a special emphasis towards effective minority recruitment through person to person contacts, community meetings, job fairs and by distributing brochures and other literature about the Department
- (5) Safety Cadet Coordinator coordinates the Public Safety Cadet Program for the Police Department. Young men and women interested in a career in law enforcement work part-time for the department while attending college. Their jobs within the department are rotated on a regular basis to provide a balanced understanding of the law enforcement profession

2.13 Financial Services Bureau

- (1) The Financial Services Bureau is responsible for the preparation of the departmental budget and for the proper maintenance of the appropriation, as well as for the approval of expenditures and requests for purchases.

2.14 Research and Development Bureau

- (1) The Research and Development Bureau's responsibility is to provide quality services to the Chief of Police, the Deputy Chiefs of Police and the Division Chiefs of the Denver Police Department in the areas of planning and special studies and to provide special assistance to district or bureau commanders.
- (2) The Research and Development Bureau is responsible for:
 - a. Assisting in the preparation of policies and procedures
 - b. The publication of the Operations Manual and all approved revisions

- c. The publication of the Daily Bulletin and the Annual Report of the Police Department
- d. The preparation of studies, reports, surveys and specialized maps
- e. The evaluation of new police methodologies and recently developed products
- f. The design and printing of all department forms
- g. The maintenance of various relevant crime statistics and the dissemination of information in response to inquiries from citizens and other agencies
- h. Responding to correspondence for the Chief of Police and the Deputy Chiefs of Police
- i. Managing the administration of designated grants and programs

2.20 DEPUTY CHIEF OF POLICE - OPERATIONS

- (1) The Division Chiefs of the Patrol Division, Criminal Investigation Division and Special Operations Division report directly to the Deputy Chief of Operations.

2.21 Operations Support Bureau

- (1) Personnel are responsible for maintaining communications between the divisions under the command of the Deputy Chief of Operations, addressing the needs of the divisions through special projects and review of daily operations; monitoring staffing, officer deployment and disciplinary investigations.

- a. Fugitive/Bomb Unit: This unit investigates complaints and warrants for either felony or misdemeanor offenses pertaining to persons wanted by other jurisdictions, and maintains correspondence pertaining to the transfer or extradition of fugitives. Personnel also actively attempt to arrest known fugitives. This unit also investigates all bombings, bomb threats, burglaries and theft of explosives, and explosions which are not caused by a fire-related incident. Personnel are also responsible for handling the disposal of explosive materials.
 - 1. Crime Stoppers personnel report to the commander of the Fugitive/Bomb Unit and are responsible for the effective operation and promotion of the Crime Stoppers Program within the City and County of Denver. This involves coordination between the Crime Stoppers Program and the television and newspaper media. Assigned personnel are the designated liaison between citizen informants calling on the Crime Stoppers hotline and the Crime Stoppers awards board.
 - 2. The Crime Stoppers program encourages citizens to provide law enforcement agencies with information relating to unsolved crimes. Witnesses are given the opportunity to remain anonymous when they call the hotline number with their information. Awards are offered for information which leads to the arrest and indictment of a suspect.

2.30 CRIMINAL INVESTIGATION DIVISION

- (1) The Criminal Investigation Division is commanded by a Division Chief and consists of the C.I.D. Support Bureau, the Crimes Against Persons Bureau, the **Pattern** Crimes Bureau, the Crime Laboratory Bureau, the Vice/Drug Control Bureau, and **the Special Investigations Bureau**. Each bureau shall be under the direct control of a Commanding Officer.

- (2) The Criminal Investigation Division has ultimate responsibility in the following general areas:
 - a. Continuing criminal investigations begun by the Patrol Division
 - b. Initiating criminal investigations
 - c. Conducting approved criminal investigations when requested by other law enforcement agencies, Federal, State, or local
 - d. Preparing case filings for criminal prosecution
 - e. Identifying and arresting criminal suspects
 - f. Recovering stolen property and contraband

- g. Collecting, preserving and analyzing evidence as it pertains to criminal investigations

2.31 C.I.D. Support Bureau

- (1) The C.I.D. Support Bureau is part of the Office of the Division Chief of the Criminal Investigation Bureau. Assigned personnel assist the Division Chief in the following areas:
- a. Manage the Criminal Investigation Division fleet, confidential informant files, undercover license plates and driver's licenses, staffing, training and investigative travel, the updating and creation of Division policy, directives, procedures and training bulletins and the coordination of the Metro area Crime Stoppers program.
 - b. Conduct research and special projects for the Division Chief concerning crime patterns, case handling procedures, detective performance reports, case management analysis and analysis of bureau case loads. Complete reports concerning the status and direction of the Criminal Investigation Division.
 - c. Provide guidance to the Division Chief in space, equipment, and personnel management.

2.32 Crimes Against Persons Bureau

- (1) The Crimes Against Persons Bureau consists of the Major Crimes Section, Assault/Domestic Violence Section, Sex Crimes Sections and Victim Assistance Unit.
- (2) Major Crime Section
- a. Homicide Unit. Personnel investigate the intentional, unintentional, justifiable, and unlawful killing of human beings, suicides and attempt suicides, officer-involved critical incidents, industrial/accidental deaths—except traffic fatalities, suspicious hospital deaths or other suspicious deaths occurring while in a doctors' care, known and unknown dead cases, murder for hire, and any other investigation where the expertise of the Homicide Unit personnel will benefit the police mission.
 - b. Cold Case Unit Personnel evaluate and investigate unresolved homicide and sex crimes cases—having an indeterminate sentence that remain unresolved for 1 year or more. Cold Case Unit personnel maintain the Cold Case Web Site of the Denver Police Department.
 - c. Polygraph Unit. Personnel provide polygraphist services to investigative personnel and assist with pre-employment testing for prospective police employees and volunteers.
 - d. Night Shift Unit. Personnel investigate suicides, attempt suicides, industrial/accidental deaths—accept traffic fatalities, suspicious deaths, known and unknown dead cases and provide investigative support, in general investigative capacity, for members of the department seeking advice or investigative response during overnight hours. Personnel assist other investigative units by triaging and processing crime scenes, and ensuring adequate investigative response to criminal incidents that are under the responsibility and purview of the Crimes Against Persons Bureau.
- (3) Assault/Domestic Violence Section
- a. Assault Unit. Personnel investigate cases of attempt or actual bodily harm, telephone harassment, kidnapping, hostage, barricade incidents and menacing.
 - b. Domestic Violence Unit. Personnel investigate domestic violence incidents such as assault, kidnapping, threats, telephone harassment, restraining order violations, menacing and stalking, which have been initiated by offense reports and required in section 104.50
- (4) Special Victim's Section
- a. Sex Crimes Unit. Personnel investigate all sex-related crimes involving non-position of trust victim(s)/suspect(s), all Burglary/Sexual Assault cases, all Kidnapping or Attempted Kidnapping cases involving juvenile victim(s), all stranger-to-stranger sexually motivated child abductions, all Child Enticement cases, Police Impersonation cases and harassment cases which are sexual in nature.

- b. Missing and Exploited Persons Unit (MEP Unit). Personnel investigate neglected and/or abused children, child deaths, in cooperation with the Homicide Unit., sexual assaults to children when the suspect is in a Position of Trust, or if the suspect is a family member, Child Pornography as it pertains to the possession, distribution, and/or manufacturing of photographs, reported runaways, missing persons, kidnappings where the victim is still missing and any investigation where the expertise of the MEP Unit will be useful.
- (5) Victim Assistance Unit. Personnel provide 24 hour on-scene crisis response involving all crimes investigated by the Denver Police Department as well as incidents of non-criminal, stark misfortune (i.e. natural death, suicide, traffic fatality, child death, man-made or natural disaster, etc) that results in a response from the Denver Police Department. They also provide assistance, support and referrals to crime victims and their families, and liaison between the police department, community organizations and victims.

2.33 **Pattern Crimes Bureau**

- (1) The Pattern Crimes Bureau consists of the Robbery Unit, Safe Streets Task Force, Fraud Unit, Pawnshop/Bicycle Unit, Compliance Unit, Innocent Images Unit, Bomb Unit, Crisis negotiation Team and the Mass Arrest team.
- (2) Robbery Unit. Personnel investigate the taking of anything of value from a person by force, extortion, threats or intimidation and weapons violations by juveniles.
- (3) Safe Streets Task Force. Personnel investigate crimes of violence as well as an intensified focus on the apprehension of dangerous fugitives. The Safe Streets Task Force utilizes the effectiveness of Federal/State/Local law enforcement resources through a well coordinated initiative seeking the most effective investigative/prosecutive avenues by which to convict and incarcerate dangerous offenders.
- (4) Fraud Unit. This unit is responsible for the investigation and case filing in most complaints related to checks, financial transaction devices (credit cards), forgeries and frauds.
- (5) Pawnshop/Bicycle Unit. Personnel of this unit inspect and investigate licensed pawnshops, second hand stores, metal recyclers and junk wagons. They investigate cases involving the Denver Boot, salvageable metal thefts and violations of the Pawn Broker's Act. They retrieve all pawn tickets daily and recover stolen property. They are also responsible recovering and storing stolen and abandoned bicycles and filing cases, when necessary. They also assist in the identification and sale of unclaimed bicycles.
- (6) Compliance Unit
- a. Sex Offender Registration Unit. Unit Personnel use all reasonable means to investigate and assist in any investigation of noncompliant sex offenders including locating noncompliant and absconded sex offenders, assist convicted sex offenders to maintain compliance, educate the public about personal safety precautions, and train designated law enforcement on registration, notification, verification, and community education procedures.
 - b. Concealed Weapons Permits. Unit personnel are responsible for the processing and issuance of concealed weapon permit applications under Colorado Revised Statute 18-12-205, including the forwarding of applications to the Colorado Bureau of Investigation and the office of the Manager of Safety. Unit personnel are also responsible for revoked and suspended permits. The concealed weapons permit unit is also responsible for the issuance of permits to retired law enforcement personnel under the 2004 Law Enforcement Officers Safety Act. Unit personnel are responsible for the processing, background investigations, and issuance of these permits.
- (7) Innocent Images Unit. The Innocent Images Task Force is a collaboration of the Denver Police Department and the Denver Division of the FBI. The Task Force is responsible for the investigation and prosecution of cases involving the possession, distribution and transportation of child pornography by means of the Internet or electronic communications that violate federal statutes.
- (8) Bomb Unit. Personnel conduct and document investigations on all bomb threats, explosive related incidents or post-blast crime scenes. They render safe and/or remove suspected improvised explosive devices, incendiary devices, explosives, or explosive chemicals. Bomb Technicians also prepare and present explosive related training programs

- (9) Crisis Negotiation Team. This team is comprised of Criminal Investigation Division detectives who are responsible for responding to barricade and hostage situations. Once on scene, they manage the negotiation and work in conjunction with the Patrol Division and the Metro SWAT Bureau to preserve life.
- (10) Mass Arrest Team. In the event that mass arrests for non-violent minor offenses appear imminent, (MAP) teams shall be utilized to quickly respond city wide to a location of mass arrests with personnel and equipment.

2.34 Crime Laboratory Bureau

- (1) The Crime Laboratory Bureau consists of the Crime Scene and Forensic Science Sections. Personnel assigned to the Crime Laboratory Bureau are responsible for the examination of evidence and providing expert testimony in court cases.
- (2) Crime Scene Investigation Section:
 - a. Crime Scene Unit: Officers in this unit specialize in crime scene response, providing services in the area of collection and preservation of evidence, as well as the identification of latent prints, firearms, tool marks, and body fluids for DNA analysis. Crime scenes are documented using photographic and video technologies.
 - b. Crime Scene Volunteer Unit: Personnel in this unit are unpaid trained volunteers who respond to Theft from Motor Vehicle crime scenes in order to collect latent prints and body fluids for testing by the laboratory. The volunteers document crime scenes using photography.
- (3) Forensic Science Section
 - a. Firearms Unit: Forensic Scientists within this unit examine firearms to ensure that they function properly, test-fire firearms for bullet and cartridge case recovery, and compare evidence bullets and cartridge cases to determine a match to a specific firearm. Additionally, personnel conduct serial number restorations, physical matches (firearms and tools), and gun powder pattern testing. The Firearms Unit also enters digitally captured images of fired cartridge cases through the use of specialized equipment known as the Integrated Ballistics Identification System (IBIS) in the National Integrated Ballistics Information Network (NIBIN).
 - b. Forensic Biology/DNA Unit: Scientists analyze evidence for the presence of body fluids and extract Deoxyribonucleic Acid (DNA) for identification purposes. Personnel compare known samples collected from victims and suspects to evidence, and routinely upload unknown DNA profiles into the Combined DNA Index System (CODIS) database.
 - c. Forensic Chemistry: Analyses performed by forensic scientists in this unit include identifying suspected drugs, narcotics, and controlled substances; fire debris; and human blood for the presence and quantitation of alcohol. The forensic scientists also support "Clandestine Lab" investigations to ensure safety and offer technical advice to investigators.
 - d. Forensic Imaging Unit: Personnel archive, authenticate, secure, retrieve, and enhance digital image files taken by crime laboratory personnel, as well as other bureaus and divisions within the police department, to assist in criminal investigations. Additionally, personnel respond to crime scenes to locate, retrieve, and protect video evidence. Personnel also provide approved specialized photography upon request.
 - e. Latent Fingerprint Unit: Members of this unit process evidence in the laboratory for the development of latent prints (including finger, palm, shoe, tire, and tread prints) utilizing powder and chemicals. Once developed and preserved utilizing tape lifts or photography, personnel conduct friction ridge analysis in order to compare unknown prints to known (exemplar) prints. Additionally, personnel upload finger and palm prints into Automated Fingerprint Index System, AFIX (palm print database), and Integrated Automated Fingerprint Identification System-IAFIS.
 - f. Quality Assurance Unit: Personnel in this unit maintain the laboratory's International Organization of Standards (ISO) requirements. In accordance with established forensic standards, the QA Unit ensures excellence of the sciences completed by each forensic unit according to national and international standards. Additionally, the unit maintains all records relating to the crime laboratory.

- g. Trace Evidence Unit: Forensic scientists conduct comparative analysis of organic and inorganic substances, such as hair, fibers, soil, tape, and botanicals. Additionally, the unit examines substances using microscope technology to identify gun shot residue, explosive materials, paint, glass, construction, and other unknown materials.

2.35 Vice/Drug Control Bureau

(1) The Vice/Drug Control Bureau consists of the Street Enforcement Section and the Task Force Operations Section. In addition, the Bureau manages and accounts for all investigative funds and expenditures related to their operation, and provides audits and financial reports to the Division Chief of Investigations.

(2) Street Enforcement Section

- a. Vice Enforcement Unit. Assigned investigators specialize in street enforcement of crimes related to prostitution, gambling, liquor licensed establishments, and licensed medical marijuana dispensaries.
 - 1. Excise and License Unit. Investigators are assigned to this unit to assist civilian investigators in conducting background investigations for all City and County license applicants. They also investigate and inspect current licenses to see that they comply with City and County Ordinances and State Statutes.
- b. Street Narcotics Enforcement Unit. Assigned investigators specialize in narcotic enforcement directed at street level drug trafficking.

- 1. DEA Task Forces. VDCB Personnel assigned to DEA state and local task forces are also responsible to coordinate street level investigations with the Drug Enforcement Administration for interdiction, financial crimes and prescription drug diversion.

(3) Task Force Operations Section. This section is comprised of three multi-agency task forces, staffed by local, state, and federal law enforcement officers. These task forces are commanded by a Denver Police Lieutenant.

- a. Front Range Task Force. This task force is responsible for the investigation of middle to high-level drug traffickers in the Denver Metropolitan area.
- b. Metro Gang Task Force.
- c. DEA Task Forces. VDCB personnel assigned to DEA state and local task forces are responsible for coordinating investigations with the Drug Enforcement Administration for interdiction, financial crimes and prescription drug diversion.

2.36 Special Investigations Bureau

(1) The Special Investigations Bureau is comprised of the Complex Investigations Section and the Strategic Services Section. The Bureau has a variety of specialized and undercover units, and can be quickly assembled to support the other bureaus in the Division with major investigations. In addition, the Bureau manages and accounts for all investigative funds and expenditures related to their operation, and provides audits and financial reports to the Division Chief of Investigations.

(2) The Complex Investigations Section

- a. Fugitive Location and Apprehension Group (F.L.A.G.). This is a multi-agency task force whose mission is to find and arrest fugitives that are sought by the participating agencies. F.L.A.G. will also attempt to locate fugitives sought by other jurisdictions who are believed to be in the Denver metro area.
- b. Fugitive Unit. Responsible for apprehending fugitives wanted by the Denver Police Department and those wanted by other agencies who are believed to be in the City and County of Denver.
- c. Complex Investigations Unit (CIU). Responsible for specialized investigations as designated by the Bureau commander.
- d. Internet Predator Unit. Investigates cases of internet luring and child pornography.
- e. ATF Gun Task Force. Multi-agency federal task force that targets illegal weapons activity.

(3) The Strategic Services Section

- a. Intelligence Unit. Responsible for criminal intelligence activities, dignitary protection and other specialized investigations.
- b. Technology and Electronics Unit. Provides support to this Bureau and the Division with specialized electronic equipment and investigative needs; also provides support to the Crisis Negotiation Team.
- c. High Activity Low Observation Unit. Responsible for the staffing, maintenance and operation of the Department's overt camera system.
- d. School Violence Unit. Coordinates department activities and investigations between various CID investigative units and the Denver Public School District.
- e. Joint Terrorism Task Force.

2.40 PATROL DIVISION

- (1) The Patrol Division is commanded by a Division Chief and consists of six uniform patrol districts, the Patrol Support Bureau, the METRO/SWAT Bureau and the Gang Bureau.
- (2) Uniform Patrol Districts
 - a. The City of Denver shall be divided into six districts. Each district shall have its own District Commander responsible to the Division Chief of Patrol for the effective and efficient operation of his command and the prompt and efficient discharge of his duties and responsibilities.
 - b. The personnel complement in each district is divided into shifts to provide 24 hour service.
 - c. The Downtown Motorcycle Unit, assigned to District Six, is responsible for patrolling the 16th Street Mall, providing rapid police response and maximum police visibility.
 - d. Community Resource Officers: Officers assigned to each district station encourage citizens to seek out police expertise in matters of mutual concern, including such areas as crime prevention, Operation Identification, Neighborhood Watch and Nuisance Abatement.
 - e. Neighborhood Police Units are assigned to each patrol district. Neighborhood Police Officers assigned to these units are empowered by the Denver Police Department as problem solvers. They are responsive to the needs of the neighborhood residents. Each Neighborhood Police Officer is responsible for identifying problems in their respective areas and developing a plan to solve them. Neighborhood Police Officers coordinate resources inside and outside the department to comprehensively address neighborhood concerns.
 - f. Mounted Patrol: Assigned to District Six personnel are responsible for patrolling the 16th Street Mall District, the park areas adjacent to the City and County Building, and other city parks when so directed. They are further responsible for assisting with crowd control at special events and will assume other assignments and responsibilities as deemed necessary by the Division Chief of Patrol.
 - g. School Resource Officers: School Resource Officers are assigned to most police districts. Their function is to provide support services to youth and educational organizations through the presentation of lectures, officer involvement within the educational system, consultations, use of police authority when appropriate, and a wide range of public relations efforts.
 - h. High School Resource Officers: High School Resource Officers are assigned to each of the high schools in the Denver Public School system to act as a law enforcement liaison / consultant / representative with students, faculty, school staff, administration, parents and the school community.
- (3) Air Support Unit. The commanding officer of this unit shall report to the Division Chief of Patrol and shall coordinate both rotorcraft and airplane wing support for all activities involving the Department. The responsibility of this unit is to provide aerial patrol, observation and other necessary aviation support for all activities of the Department.
- (4) Police Reserve Unit

- a. The primary purpose of the Denver Police Reserve Unit is to assist the police department in completing the police mission and to augment the field strength of the department.
- b. Reserve Police Officers are commissioned by the Manager of Safety as Special Officers to serve at the pleasure of the Chief of Police, without pay, and are authorized to carry firearms when acting in their official capacity as Reserve Officers on authorized assignments or in accordance with their CCW Permit issued by the Chief of Police.
- c. Reserve Officers will be assigned and function in accordance with CRS. 18-1-901(3) (1), which reads in part:

(IV.5)(A) "Peace officer, Level IIIa," means any person authorized by any city, city and county, town, or county within this state to act as a reserve police officer, reserve deputy sheriff, or reserve marshal for certain specific and limited periods of time while such person is authorized to be on duty and acting at the express direction or under the direct supervision of a peace officer, level I or a sheriff. Peace officer, Level IIIa," has the authority to enforce all the laws of the State of Colorado, while actually on duty for the city, city and county, town,

or county and while acting within the scope of his or her duties subject to the restrictions and requirements provided in this subparagraph (IV.5) and subparagraph (IV.7) of this paragraph (1).

(IV.7)(A) "Direct Supervision" means an assignment given by a peace officer, level I, or a sheriff to a peace officer, level IIIa, which assignment is carried out in the personal presence of, or in direct radio or telephone contact with, and under the immediate control of the peace officer, level I, or sheriff. The peace officer, level IIIa, must be in uniform while such assignment is carried out, except when performing extradition or surveillance duties as otherwise provided in subparagraph (IV.5) and subparagraph (IV.7) of this paragraph (1).

(IV.7)(B) "Express Direction" means a defined task-specific assignment given by a peace officer, level I, or a sheriff to a peace officer, level IIIa. The peace officer, level IIIa must be in uniform while such assignment is carried out, except when performing extradition or surveillance duties as otherwise provided in subparagraph (IV.5) of this paragraph (1).

- d. Substandard performance or violation of rules and regulations may result in immediate dismissal from the reserve force.
- e. Reserve Officers are subject to specific restrictions and requirements of the department and the orders and direction of full time regular Denver Police Officers.
- f. Reserve Officers will be trained in excess of the minimum standards required by Colorado P.O.S.T.
- g. Reserve Officers are ranked by "levels," based on their experience, training and time in service. Designating levels allows all supervisors and commanders immediate access to the limitations of any Reserve Officer who is assigned to their districts or bureaus.
- h. Special Events assignments such as Parades, Motorcades, etc., are suitable for any level of Reserve Officer to work in a solo capacity on a static assignment during the event. The primary focus will be on Traffic Direction and Crowd Control, not calls for service. Any patrol function assigned during an event will be based on individual Reserve Officer levels.
 - 1. Assignment of Reserve Officers at any level can not be used to meet minimum staffing levels. Reserve Officers can be used to supplement staffing, but not to supplant it.
 - 2. Levels of Reserve will be noted on the "Rank Line," on the departmentally issued Identification Card. They will be noted as:
Reserve Officer -3
Reserve Officer - 2 (8 County CCW on reverse)
Reserve Officer - 1 (8 County CCW on reverse)
 - 3. Reserve Officers CCW Permits are only valid in the eight county metro area. These counties are Denver, Arapahoe, Adams, Boulder, Broomfield, Jefferson, Douglas, and Elbert.

4. To assist in evaluating future recommendations for level advancement and considerations for hiring, District or Bureau supervisors should note on Inter-Departmental, DPD 200, any exemplary or below standard performance on the part of Reserve Officers assigned to their unit and forward those records to the **Reserve Unit/Patrol Division**, where they will be placed in the officers permanent file and used for future evaluations.
5. Advancement through the various positions will be based on exemplary performance as documented by supervisors.
 - a. Reserve Officer, Level 1:
 1. This is the most senior level and includes Reserve Officers who have exceeded four years of service and have performed in an exemplary manner, as documented by their supervisor.
 2. Upon reaching the required time in service, Level 2 officers who have performed duties in an exemplary manner and obtained the recommendation of the District Supervisor, The Reserve Unit Staff and the approval of the Division Chief of Patrol, may be advanced to Level 1.
 3. These officers will have a minimum of 1542 hours of training and experience upon reaching this level.
 4. Level 1 Reserve Officers are allowed to work in any uniform capacity. They may be assigned with a regular officer, a two-Reserve Officers car or as a solo assignment.
 5. Any type of call may be assigned to this level Reserve Officer.
 - b. Reserve Officer Level 2:
 1. Two years of service. (Years three and four in reserve Program.)
 2. Upon reaching the required time in service and having demonstrated exemplary performance in Level 3; Reserve Officers shall be eligible for advancement to Level 2.
 - a. Advancement to Level 2 requires recommendation from the District Supervisor, the Reserve Unit Staff and the approval of the Division Chief of Patrol.
 3. These officers shall have a minimum of 950 hours of training and experience upon reaching this level.
 4. Level 2 Reserve Officers may be allowed to work with a regular officer or be assigned, Two Reserve Officers to a car, to fill special needs at the district or bureau level.
 5. Level 2 Reserve Officers may be issued a Concealed Weapons permit (Limited to the eight County metro area) with the recommendation of the Reserve Officer's Chain of Command, approval from the Chief of Police and upon completing the Concealed Carry Off-duty Firearms Course at the Firearms Training Bureau. Reserve CCW permits would be issued for their safety only. Reserve Officers have no police authority while off-duty and may use the firearm only for personal protection as any other citizen with a Concealed Carry permit.
 6. Any type of call may be assigned to this level Reserve Officer.
 - c. Reserve Officer, Level 3
 1. Twenty-four months of service including the initial probationary period for Reserve Officers, Reserve Academy Training (5 months), the Field Training Program (3 months) and the next sixteen months of service.
 2. Level 3 Reserve Officers shall be allowed to work only as the second officer in a unit, under the direct supervision of a full-time officer.

3. This level will accumulate a minimum of 950 hours of experience.
4. No restrictions will be placed on the types of calls that this level Reserve Officer may be assigned while supervised by a full-time officer.

2.41 Patrol Support Bureau

- (1) The Patrol Support Bureau is responsible for maintaining uniformity within the Patrol Division through communication, inspection, and the review of daily operations. Personnel assigned to the bureau are responsible for handling correspondence, assisting in establishing Division procedures and handling other administrative duties as directed by the Division Chief.

2.42 Gang Bureau

- (1) The Gang Bureau is responsible for enforcement activities and follow-up investigations in the area of gang activities. Inclusive in this is the collection and interpretation of intelligence information concerning gangs, gang members, and gang related crimes in the metro area.
- (2) The Gang Bureau also provides an education and information service for law enforcement and other related organizations.
- (3) The Gang Bureau personnel are responsible for the strict enforcement of all Federal, State and City laws pertaining to criminal conduct among the gang element.

2.43 METRO/SWAT Bureau

- (1) The METRO/SWAT Bureau is composed of the SWAT Section and the Canine Unit.
- (2) The responsibility of the bureau is to provide crime suppression and special operations beyond the resources of a patrol district.
- (3) Swat Section: This Section is composed of officers specifically trained in special weapons and tactics to handle barricaded persons, with or without hostages; civil disorders; VIP security; and service of all high risk warrants. At the direction of the Division Chief of Patrol, they may be assigned to saturation patrol and other special assignments.
- (4) Canine Unit: The primary purpose of this Section is to assist in searches, crowd control, tracking, explosive and narcotic detection, security at scenes of major crimes or disasters and to perform regular patrol duties or other special assignments as directed.

2.44 Nuisance Abatement Unit

- (1) The function of the Nuisance Abatement Unit is to coordinate, oversee and implement ordinances relating to nuisance abatement. Personnel focus the enforcement tasks of a variety of city agencies, including the police, at target locations **to include real property and vehicles**. Defined **public nuisance violations** include, but **are** not limited to, such activities as prostitution; professional gambling; possession, sale or distribution of controlled substances; theft by receiving; abandoned/neglected buildings; certain firearms violations; and gang related activity.

2.45 District Four Criminal Investigations

- (1) Detectives assigned to this unit investigate burglary, auto thefts, theft, assault and criminal mischief complaints that have occurred in District Four.
- (2) This unit is under the command of the district captain, but work closely with the investigators assigned at other district commands and at headquarters.

2.50 SPECIAL OPERATIONS DIVISION

- (1) The Special Operations Division is commanded by a Division Chief and consists of the Special Operations Support Bureau, the Traffic Investigation Bureau, the Traffic Operations Bureau, Juvenile Bureau, the Denver International Airport Police Bureau, and The Executive Security Unit.
- (2) The principal duties of Division personnel are:
 - a. Management of vehicular and pedestrian traffic throughout the city, including the comprehensive enforcement of traffic regulations.
 - b. Investigation of traffic accidents and traffic-related crimes and incidents.
 - c. Supervision of special events, including V.I.P. escorts.
 - d. Regulation of the transportation of hazardous materials, hazardous material carriers and other commercial carriers.
 - e. Assist officers of the Patrol Division in the prevention of criminal activity and the enforcement of laws and ordinances pertaining to the preservation of peace and the protection of life and property.
 - f. Conduct special activities and operations outside the scope or resources of other Divisions, Districts and Bureaus.
 - g. Processing of juveniles arrested for misdemeanors, felonies or outstanding warrants.
 - h. Management of security for the Police Administration Building.
 - i. Providing security for the Mayor.

2.51 Special Operations Support Bureau

- (1) The Special Operations Support Bureau assists the Division Chief in the administration of the Special Operations Division. Personnel are responsible for conducting staff studies, preparing necessary reports and correspondence and coordinating particular division activities, projects and special programs.

2.52 Traffic Investigations Bureau

- (1) Personnel assigned are responsible for conducting investigations pertaining to fatal and serious injury traffic accidents, hit-and-run accidents, police fleet accidents, police chases, incomplete accident reports, and other traffic related matters requiring a follow-up inquiry.
- (2) Personnel obtain warrants and file appropriate felony and misdemeanor charges resulting from the follow-up investigation.
- (3) Personnel are also responsible for the processing, supervising and filing of Driving Under the Influence cases. It is the responsibility of personnel to perform the necessary equipment testing and provide expert testimony in court on the operation of the Intoxilyzer and to maintain records pertaining to Driving Under the Influence arrests.

2.53 Traffic Operations Bureau

- (1) The Traffic Operations Bureau is responsible for the enforcement of traffic laws on streets and highways within the city, the investigation of hazardous materials incidents and the management of special events within the city which require specialized traffic control.
- (2) Special Events Unit: The Special Events Unit is responsible for planning and coordinating all special events, parades, presidential or V.I.P. appearances and other events where vehicular and pedestrian traffic management requires police assistance.
- (3) Traffic Service Section
 - a. Traffic Service Units: Officers are assigned to uniform patrol districts and are responsible for investigating traffic accidents; comprehensive enforcement of traffic laws and regulations and providing specialized and general police traffic services.

- b. The Highway/Hazardous Materials Unit is responsible for traffic law enforcement, accident investigation and the maintenance of an orderly flow of traffic on the freeways within the city. Personnel are also responsible for inspecting hazardous material carriers and for enforcing statutes, ordinances and rules and regulations pertaining to the transportation of hazardous materials.
 - c. The Selective Enforcement Unit is responsible for identifying locations in the city with high accident rates and for instituting enforcement programs at those locations to reduce the accident rate. Additional specialized enforcement duties can be assigned by the commander of the Traffic Operations Bureau.
- (4) DUI/DRE Enforcement Unit: The primary responsibility of officers assigned is the detection, apprehension and processing of drivers impaired or under the influence of alcohol and/or drugs.
- (5) Neighborhood Enforcement Team: The primary responsibility of these officers is to respond to neighborhood traffic complaints and problems. The officers will actively participate with the neighborhood groups, patrol district personnel, city council, other city agencies and schools in their assigned area.
- a. Traffic Safety Unit: Personnel provide educational support to the community on traffic and bicycle safety issues, maintain a resource file of current traffic safety information and assist School Resource Officers in the area of Traffic Safety Education.

2.54 Denver International Airport Police Bureau

- (1) Officers assigned to Denver International Airport are responsible for airport security, including the enforcement of regulations, ordinances, state and federal laws. They coordinate their activities with airport officials and appropriate federal agencies, such as the FAA and the FBI.
- (2) Airport Canine Explosives Detection Unit: The unit is responsible for explosive detection in the main terminal, concourses, luggage and freight areas, aircraft, aircraft hangars and vehicles on airport property. The unit is normally available to assist with explosive detection off airport property when requested. The unit will perform other duties and special assignments as determined by security requirements at D.I.A.
- (3) Motorcycle Enforcement Unit: The primary function of assigned personnel is the enforcement of traffic rules and regulations on Pena Boulevard and on property belonging to Denver International Airport. In addition, officers are responsible for dignitary escorts and other special assignments on Airport property.
- (4) Investigations Unit: Detectives are assigned to conduct criminal investigations, prepare case filings, identify and arrest suspects, and recover stolen property pertaining to crimes committed at DIA.
- (5) Community Resource Officer. The officer assigned to DIA works with airport employees and businesses to address problems such as crime prevention, traffic patterns and workplace disputes.

2.55 Juvenile Bureau

- (1) Officers assigned to Juvenile Intake are responsible for processing juveniles arrested for misdemeanors, felonies and outstanding warrants.
- (2) Officers assigned to the Information Desk provide building security as well as assistance to citizens responding to the police administration building.

2.56 Executive Security Unit

- (1) The responsibilities of the unit include providing executive security to the mayor, the mayor's residence and the office of the mayor; traveling with or making security arrangements for the mayor during travel out of the city; and reporting any criminal acts directed toward the mayor or the office of the mayor.

2.60 TECHNOLOGY AND SUPPORT DIVISION

- (1) The Technology and Support Division is commanded by a Division Chief and consists of the Support Services Bureau, the Training Bureau, the Identification & Records Bureau, the Computer Help Information & Planning Bureau, the Communications Bureau, and the Electronics/Engineering Bureau.
- (2) The Division Chief of the Technology and Support Division also serves on the Executive Steering Committee of the Department of Safety Information Systems. The Division Chief represents the police department in policy matters and administers police resources committed to that group.
- (3) Specific areas of responsibility of the Division include:
 - a. Providing, operating, maintaining and repairing all necessary radio communication equipment.
 - b. The maintenance and safekeeping of report records, all identification processes, and criminal records, for daily, monthly, and annual reports, and the analyses and interpretation of data extracted there from.
 - c. The maintenance of the police fleet, police facilities and telephone equipment.
 - d. General maintenance, remodeling and emergency repairs to all police facilities; telephone equipment acquisition, assignment and repair.

2.61 Support Services Bureau Staff

- (1) Fleet Management Section: The Fleet Management Section is responsible for the general administration of departmental business relating to vehicular equipment: repairing, maintaining, servicing and assigning such equipment; determining vehicle needs, requisitioning vehicles, conducting equipment testing programs and establishing specifications for new vehicles. The bureau consists of the Car Pool Unit, the Police Garage and the Service Center.
- (2) Inventory Control Unit: The Unit is responsible for the maintenance of an inventory control system to include all City owned property in the custody of the Denver Police Department, as set forth under rules and regulations established by the Office of the Auditor, pursuant to Executive Orders 24 and 47.
- (3) The O.S.I. Representative works in O.S.I. under the Director of O.S.I., providing technical advice to the Police Department's representative to the Computer Steering Committee, acting as a liaison between the Police Department and O.S.I. to ensure the Police Department's needs are being met.
- (4) Police Activities League: The P.A.L. is staffed by a police officer director and two other police officers, one of whom serves as the explorer scout coordinator. The P.A.L. has a board of trustees comprised of both police officers and concerned Denver citizens. The concept of P.A.L. is to involve people in organized wholesome activities and to decrease and prevent juvenile delinquency. P.A.L. also guides young people toward responsible and mature citizenship and promotes police/youth relationships in the community.

2.62 Training Bureau

- (1) The Training Bureau consists of the Academy Section, the Video/In-Service Section and the Firearms Section.
- (2) The Academy Section is responsible for organizing and promoting training programs, drafting, processing and distributing training materials. In addition, the Section is responsible for organizing and coordinating recruit training, advanced in-service training, institutes, seminars and training programs of a specialized nature.
- (3) The Video/In-Service Section is responsible for the professionalization of the Denver Police Department through education and training. It is also responsible for the storage and maintenance of movie films, video tapes, film strips, slides and equipment used for instructional and informational purposes, regardless of subject.
- (4) The Firearms Section is responsible for the supervision of the department's firearm training program, the maintenance of records of firearms scores for all members of this Department (including quarterly qualifications of all heavy weapons, shotguns, and urban rifles), and the repairs and maintenance of all weapons owned by the Department (except for all weapons used by the Metro/SWAT Bureau, who will utilize their certified armorers for repairs and maintenance).

2.63 Property Bureau

- (1) The Property Bureau is responsible for the custody of personal property, found property and property held as evidence or contraband.

2.64 Identification/Records Bureau

- (1) The Identification Section is responsible for generating and maintaining criminal history records, fingerprints and photographs for this Department. Additionally, personnel are responsible for making positive ID of arrestees, supplying the public, criminal justice agencies and DPD officers with the criminal records they are allowed to legally access.
 - a. NCIC/CCIC Unit. Assigned personnel are responsible for all entries, modifications and cancellations of warrants, the maintenance of the central warrant file, and the operation of the NLETS Communication system for the Department. The unit is also the Department's direct link with the Denver Court DCIC system.
- (2) Records Section
 - a. The Records Section is responsible for the proper processing and retention of original documents related to incidents officially reported to the Police Department. Offense Reports, Traffic Accident Reports and other reports related to services provided by the Police Department are filed in this Section.
 - b. The Pawnshop Records Unit is located within the Records Section. Pawnshop records are maintained on all items received by pawn shop dealers and second-hand stores in the City and County of Denver; stolen items from Offense Reports; the wanted files on lost or stolen property; all firearm sales; and persons who buy or sell valuable articles, such as precious or semiprecious metals or stones.
- (3) Data Entry Section. Personnel do computer data entry for adult and juvenile arrests, Offense and Accident Reports, for Supplementary Reports submitted by detectives, and Field Contact Cards.
- (4) CCIC Coordinator. The CCIC Coordinator serves as the formal liaison between the Denver Police Department and the Colorado Bureau of Investigation regarding NCIC/CCIC operations and serves on the Board of Working Advisors. The CCIC Coordinator is responsible for setting policy and procedure for NCIC operators. The CCIC Coordinator receives Declarations of Understanding from CCIC trainers and maintains copies of the Declarations.
 - a. CCIC Trainers. CCIC Trainers are responsible for testing sworn and CSA personnel. CCIC trainers are also available at the district, bureau or section level to answer questions relating to CCIC functions and should have a strong understanding of the system.

2.65 Computer Help and Information Planning Bureau

- (1) The Computer Help and Information Planning Bureau is responsible for establishing and maintaining a long-term Personal Computer Management Plan for the Denver Police Department. This shall include:
 - a. The review of all requests for hardware and software while evaluating needs based on the plan;
 - b. Coordinating the acquisition and deployment of all PC hardware and software with the Inventory Control Unit;
 - c. Installation and maintenance of all PC based systems;
 - d. Evaluation, design, and acquisition of custom software applications;
 - e. The design, implementation, and support of area networks as established by the plan;
 - f. Providing department-wide technical support for all PC based systems;
 - g. Upgrading existing systems to remain compliant with the plan;
 - h. Coordinating a PC based training program with the Police Training Bureau.

2.66 Communications Bureau

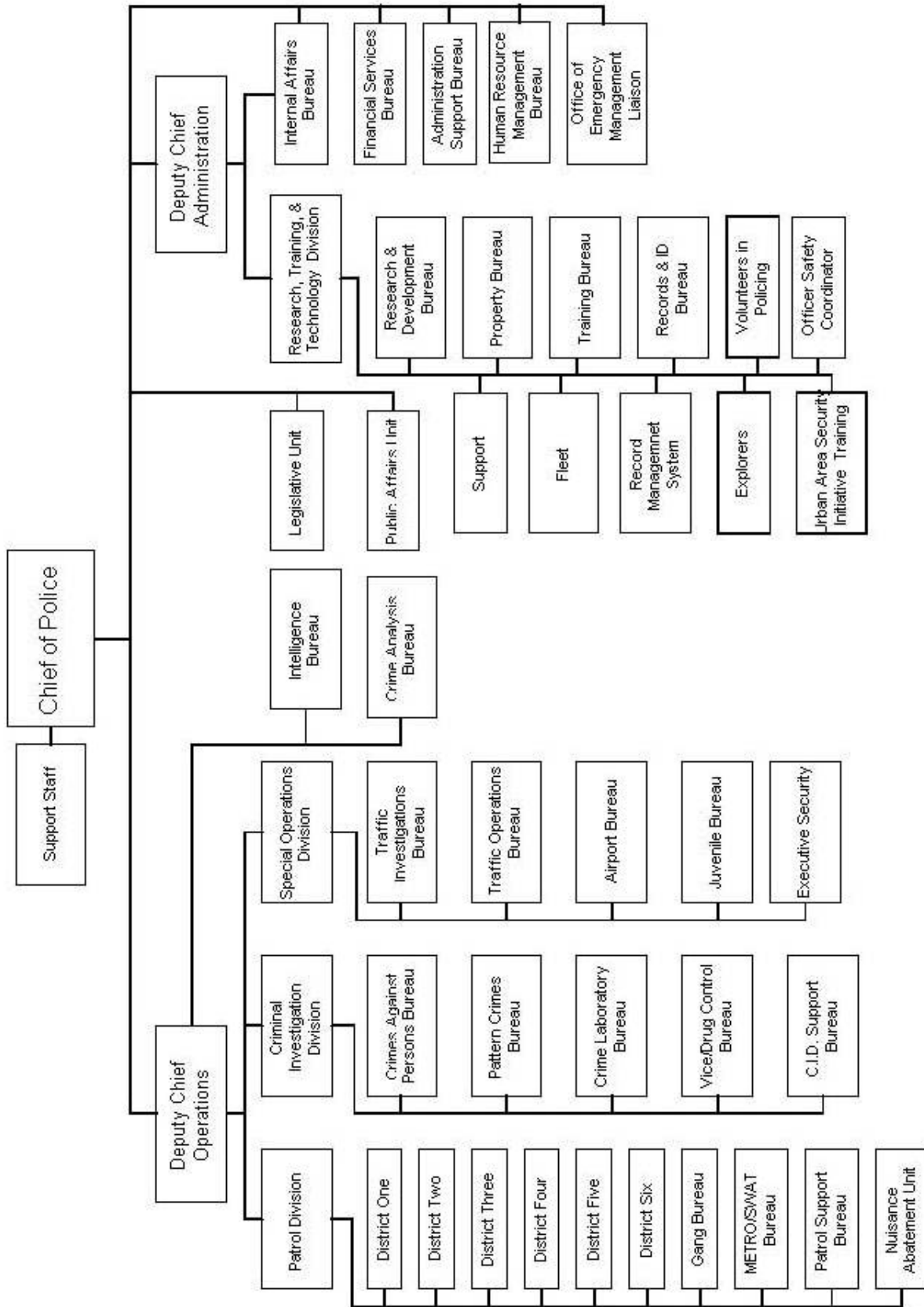
- (1) The Communications Bureau is the radio and complaint unit of the department. Requests for police service are processed by dispatching police personnel according to established procedures. Three-way radio communication is provided for all department personnel.

2.67 Electronics/Engineering Bureau

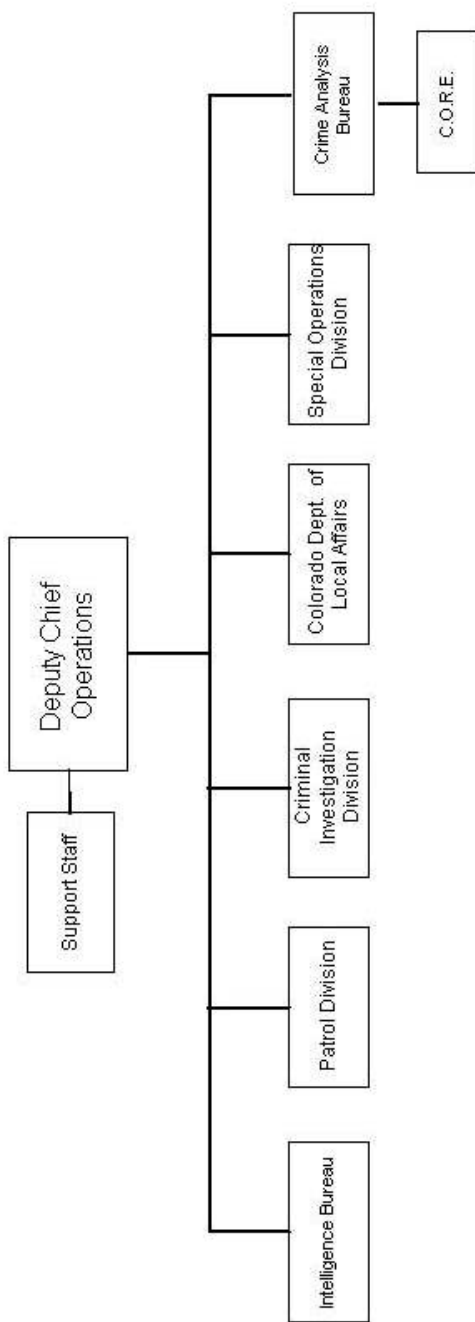
- (1) The Bureau shall be composed of a Superintendent of Radio Engineers and such radio engineers and other personnel as necessary, all of whom shall hold such licenses as required by the Federal Communications Commission.
- (2) The Bureau operates the radio repair shop and is responsible for the installation, repair and maintenance of all radio transmitting and receiving equipment, assuring that police radio operations conform to the rules and regulations of the Federal Communications Commission.

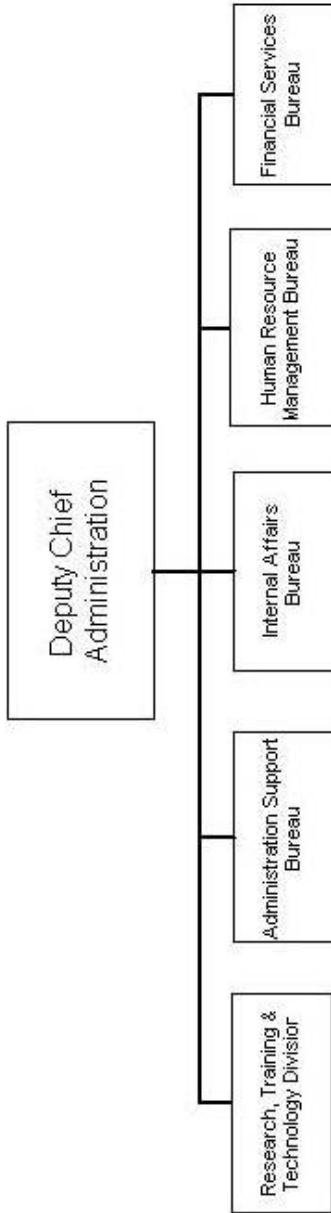
2.68 Supply Section

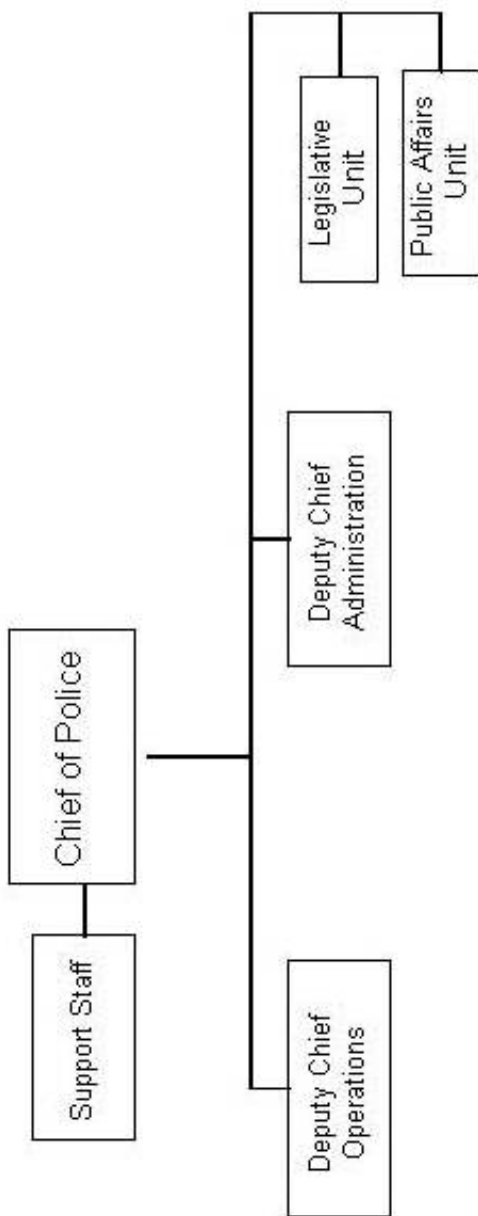
- (1) The Uniform Supply Unit is responsible for the requisition, storage and allocation of issued uniforms and equipment to department personnel.
- (2) The Stationery Supply Unit is responsible for the requisition and storage of necessary expendable stationary supplies

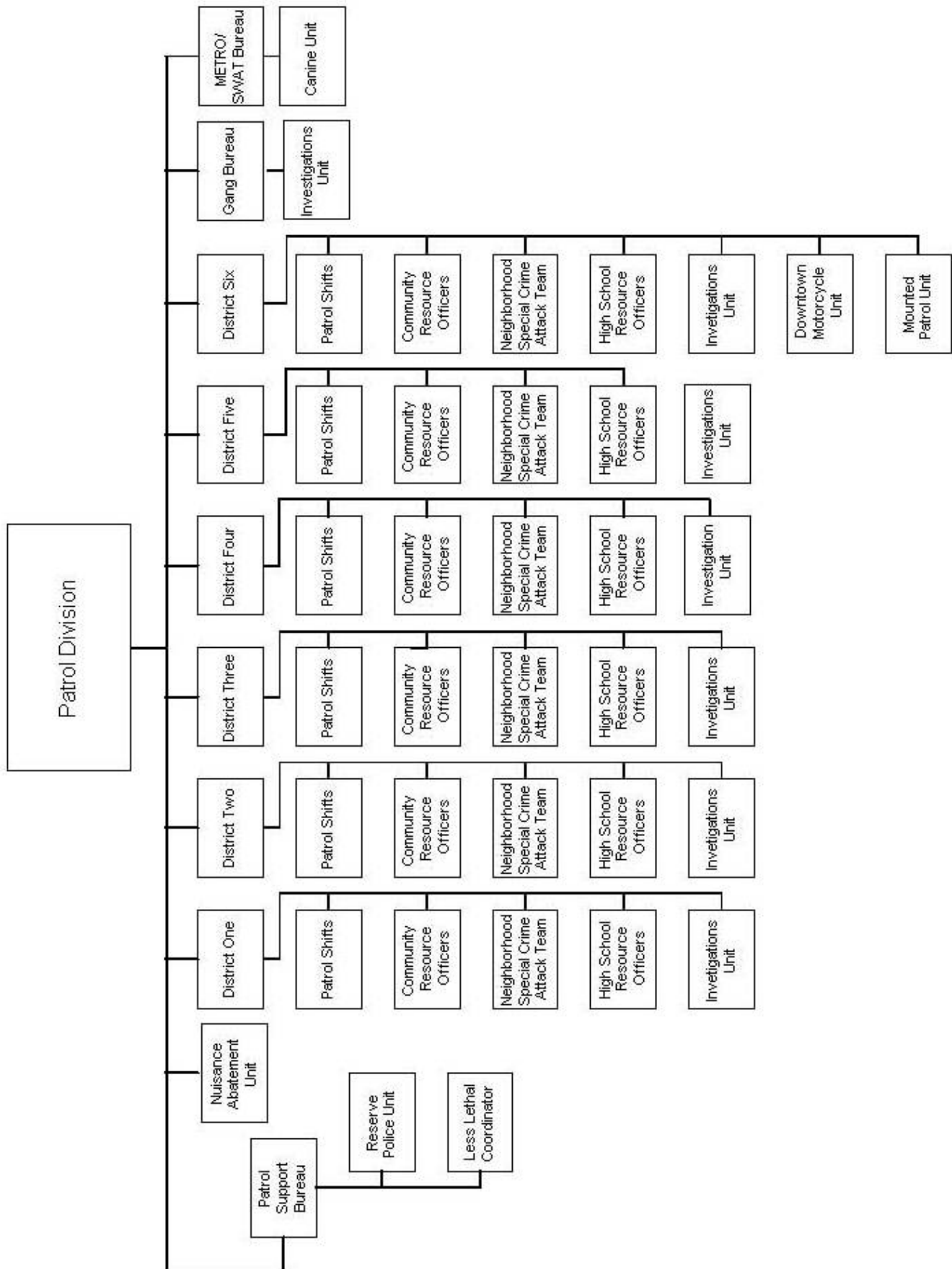


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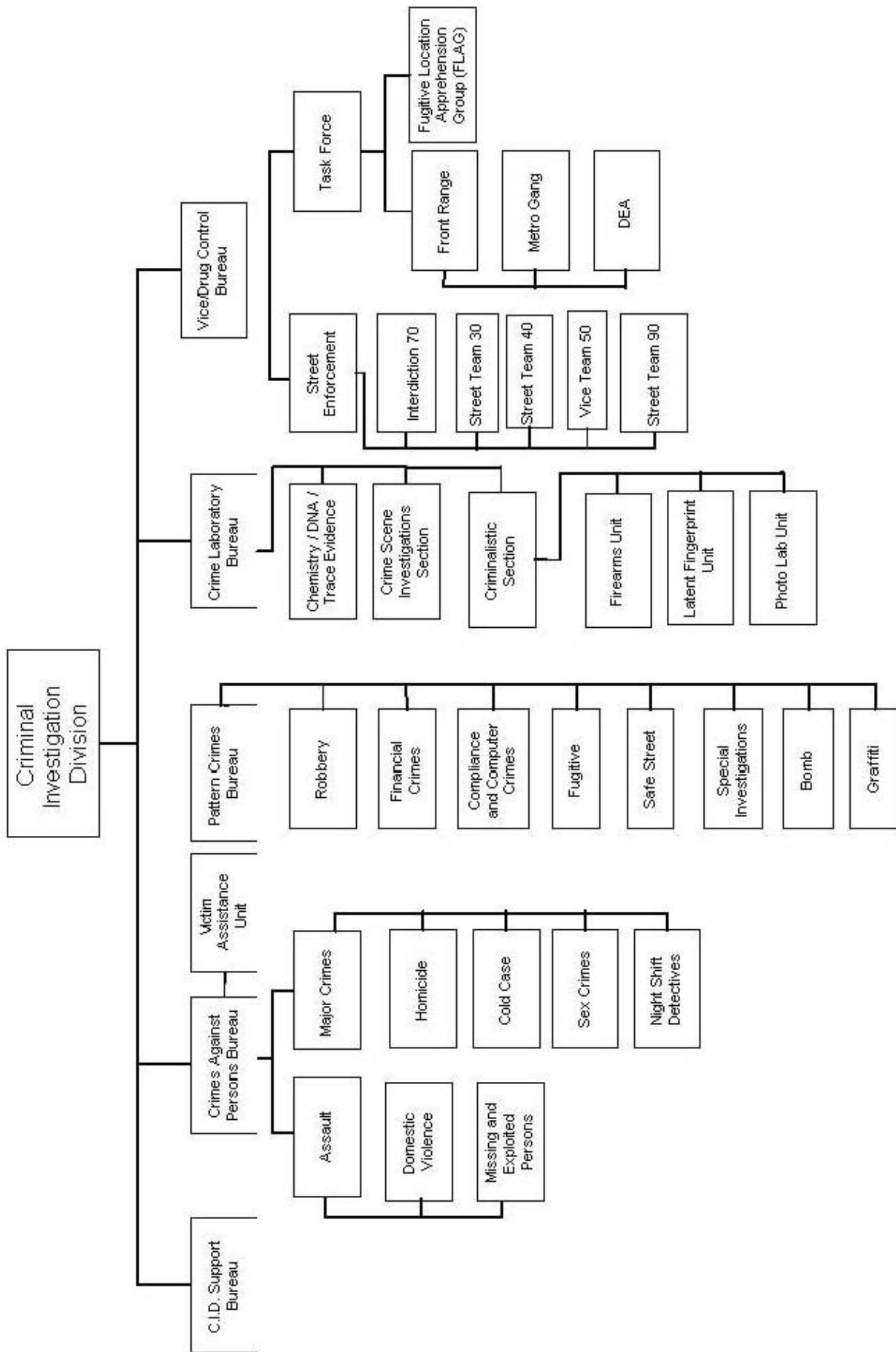


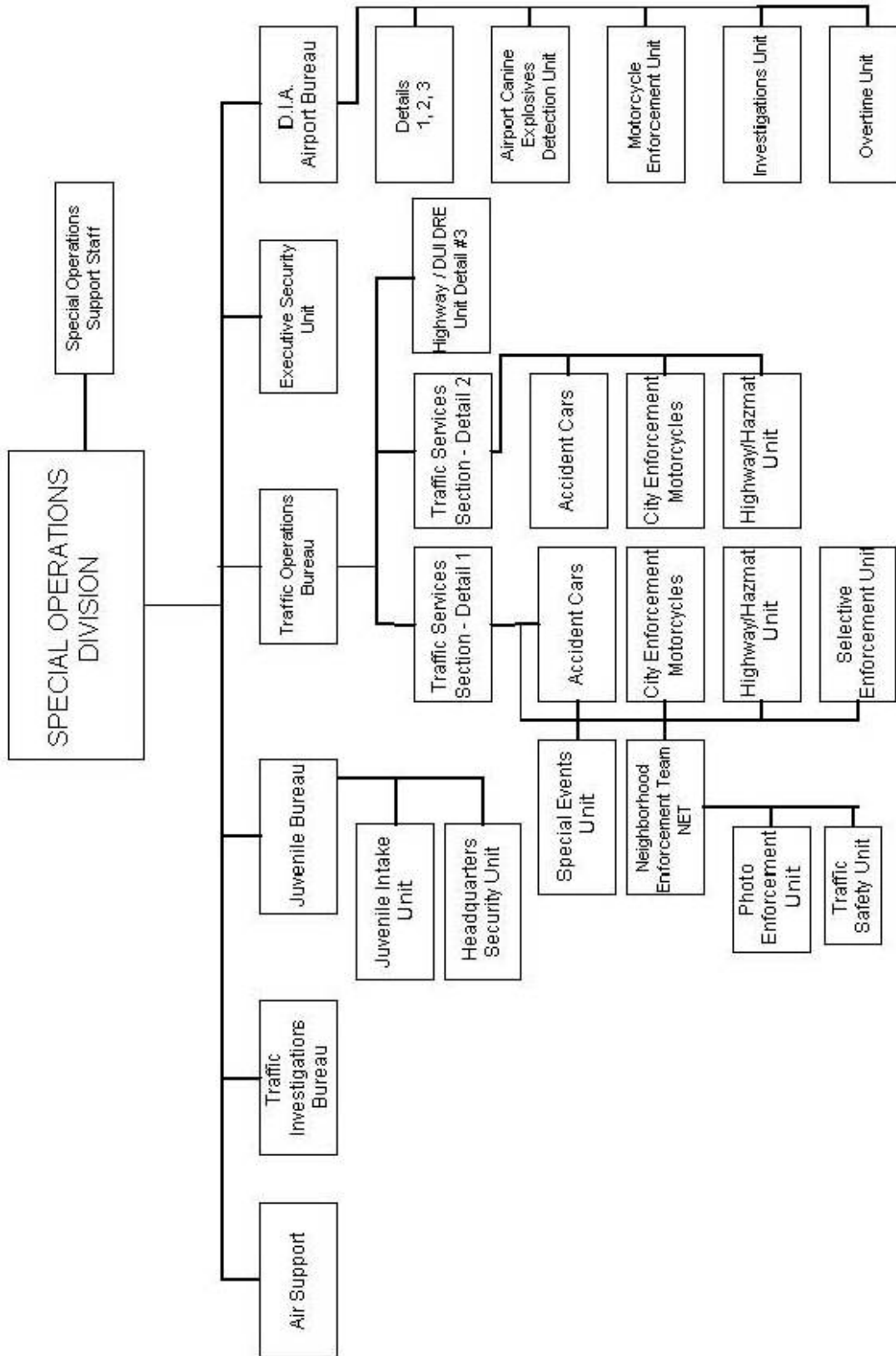


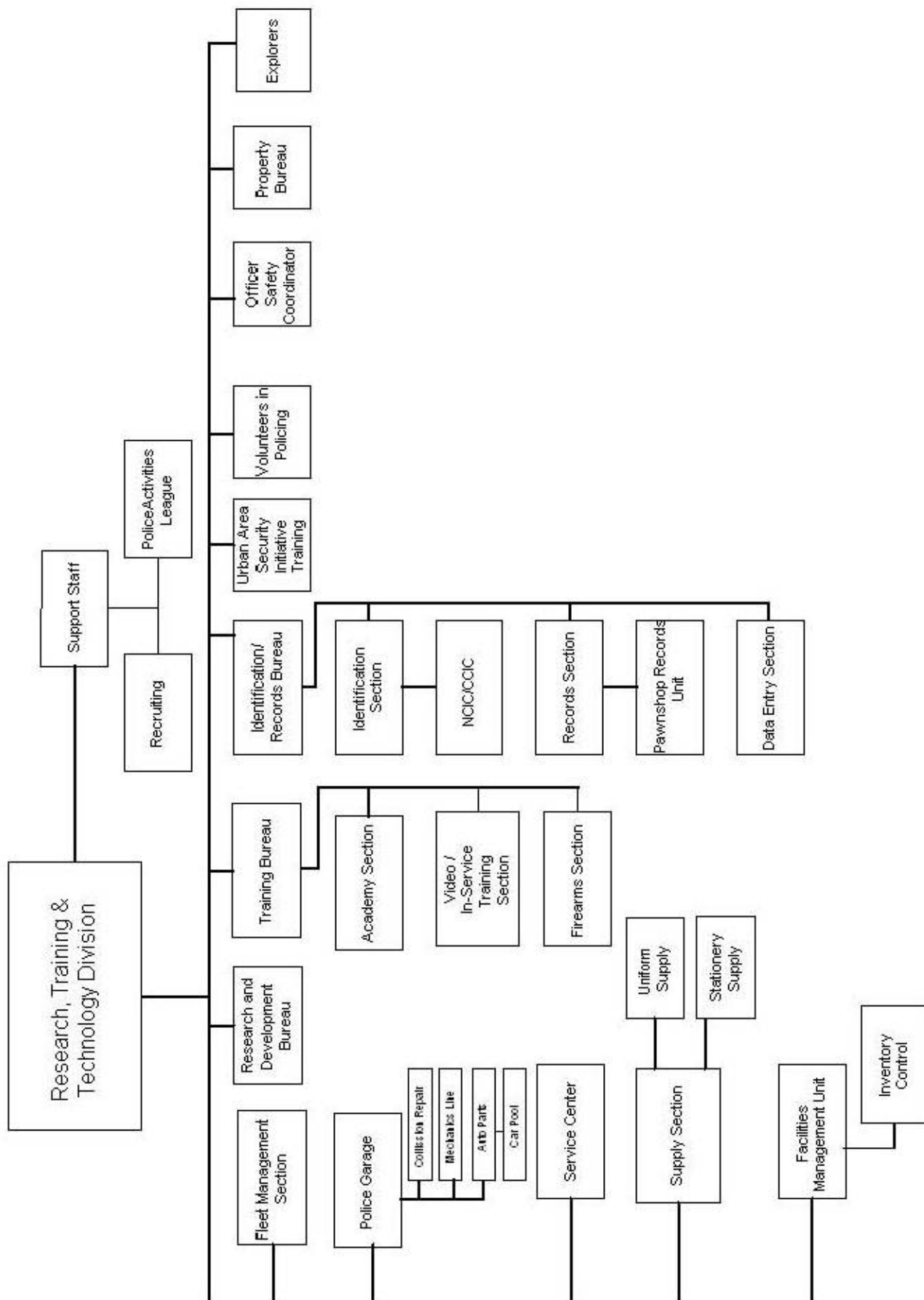


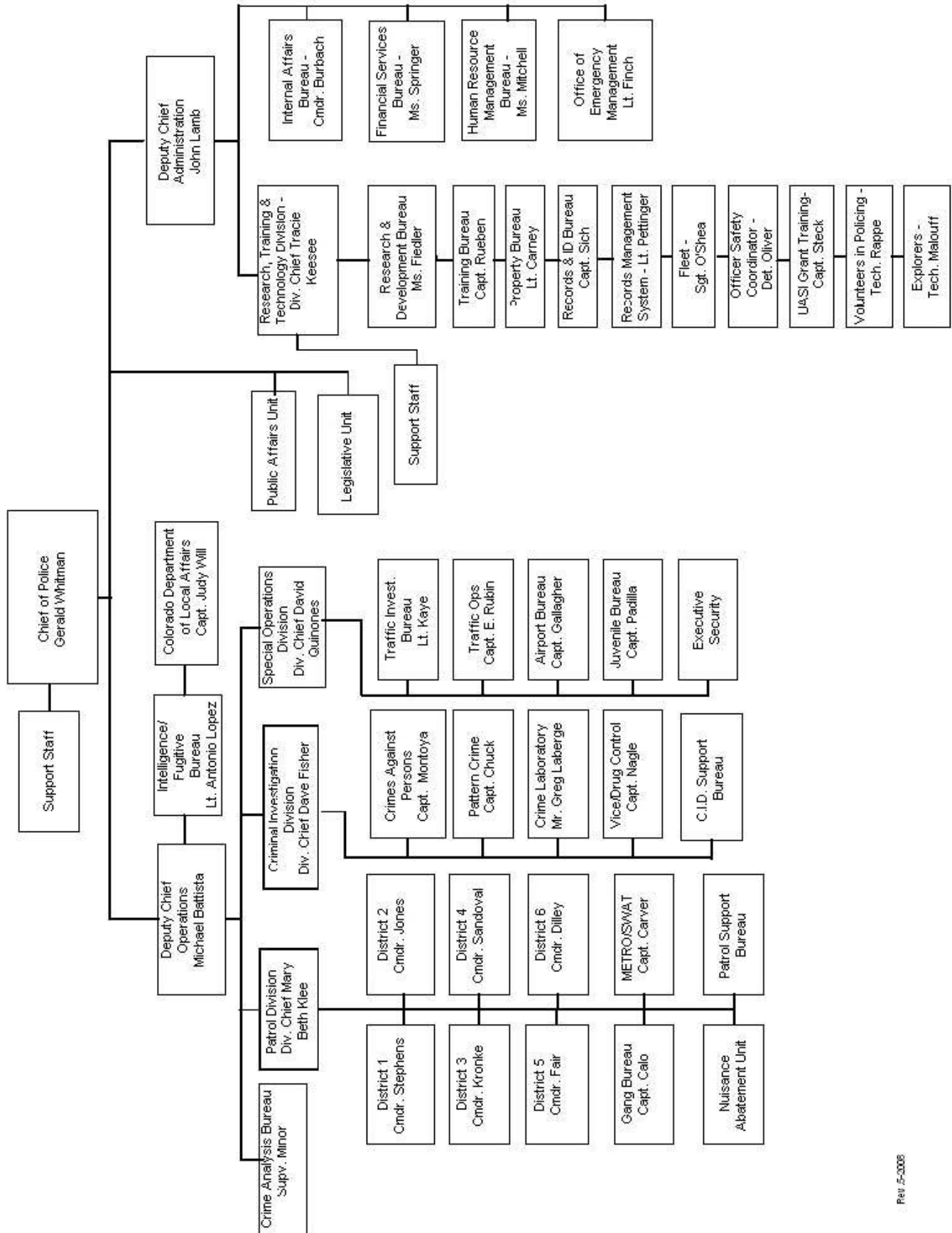


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