



Steamboat Springs Police Department Complaint Packet

Complainant Instructions

Please take the time to read and understand this packet of information. It is important to be as detailed as possible so that your concerns can be addressed as quickly and as thoroughly as possible. The following forms are included:

- Complainant Instructions
- Complainant Rights and Responsibilities
- Complainant Incident Summary Form

Spanish translations can be obtained at the Steamboat Springs Police Department.

Please fill in all applicable fields and provide a detailed description of the incident on the Complainant - Incident Summary form. The forms may then be submitted online, mailed to, or delivered in person.

Steamboat Springs Police Department

Attn: Operations Commander

2027 Shield Drive

Steamboat Springs, CO 80487

Office: 970.879.4344

Lobby Hours: Monday-Thursday 8:00am to 5:00 pm; Friday 8:00am to noon



Complainant's Rights and Responsibilities

In an internal affairs investigation, a complainant has the following rights and responsibilities.

Individuals wishing to comment or complain about the conduct of agency employees will be treated with respect and professionalism.

- The right to have one representative of the complainant's choice present while being interviewed during the investigation. The representative's role shall be restricted to that of an advisor to the complainant, and not as a participant in the questioning and/or investigation.
- Complainant interviews shall be scheduled at the mutual convenience of the Agency and the complainant, and not necessarily at the convenience of the complainant's representative, if any.
- Interviews shall be conducted at a reasonable hour unless the seriousness of the investigation requires immediate action.
- The duration of the complainant's interview shall be for a reasonable period of time and shall allow for reasonable personal necessities and rest periods.
- The complainant has the right to a copy of his or her statement.
- The complainant has the right to notification of the findings of an investigation.
- The investigation will include one of the following findings:
 - Sustained: The allegation is supported by sufficient evidence establishing that the employee violated one or more Agency policy, procedure, or training.
 - Not sustained: There is insufficient evidence to prove or disprove the allegation.
 - Exonerated: The incident occurred, but the employee's behavior did not violate any Agency policy, procedure, or training.
 - Unfounded: The allegation was false or not factual.
 - Not involved: The employee was not involved in the incident.
 - Policy failure: When the investigation discloses sufficient evidence to establish that the act occurred, but the act was due to a policy failure, not misconduct.
- The Chief of Police makes the final decision on findings in administrative investigations.



Complainant Incident Summary

Please fill out completely

Name: _____

Date of birth: _____

Home address: _____

Phone: _____

Email: _____

Business name: _____

Business address: _____

Business phone: _____

Business email: _____

Witness name: _____

Witness address: _____

Witness phone: _____

Date of incident: _____ Time of incident: _____

Location of incident: _____

Employee or officer name: _____

Case number: _____

