

Personnel Complaints**1110.1 PURPOSE AND SCOPE**

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Morgan County Sheriff's Office. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1110.2 POLICY

The Morgan County Sheriff's Office takes seriously all complaints regarding the service provided by the Office and the conduct of its members. The Office will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state, and local law, municipal and county rules, and the requirements of any collective bargaining agreements (CRS § 24-31-305). It is also the policy of this office to ensure that the community can report misconduct without concern for reprisal or retaliation.

1110.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS**1110.4.1 COMPLAINT FORMS**

Personnel complaint forms will be maintained in a clearly visible location in the public area of the sheriff's facility and be accessible through the office website. Forms may also be available at other County facilities.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1110.4.2 ACCEPTANCE

All complaints will be courteously accepted by any office member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate. Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1110.6.2 NOTIFICATION TO COMPLAINANT

Supervisors should periodically communicate the status of an investigation to the complainant. Upon final disposition of a formal Division Commander investigation and after taking into account any restrictions provided in applicable collective bargaining agreements and by Colorado law, the complaining party should be provided written notification of the outcome of the investigation.

**Our Values:**

The Morgan County Sheriff's Office recognizes the seven point star as the badge of our office. We are privileged to wear this badge as a symbol of public trust. Each point of our badge represents one of our seven Core Values.

**Morgan County Sheriff's Office****Sheriff Dave Martin**

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Visit us on the web at:
<http://morgansheriff.net/>

Visit us on Facebook at:
Morgan County Sheriff's Office, Colorado



How did we do?



*Compliments,
Complaints &
Suggestions*



Please tell us about your experience
With the Morgan County Sheriff's Office
PLEASE PRINT LEGIBLY

Please rate your overall experience:

☐ Excellent ☐ Good ☐ Okay ☐ Poor ☐ Unacceptable

Name of Employee:

Date / Time: _____

Location: _____

What happened?: _____

How can we contact you?

Your Name: _____

Address: _____

Phone Number: _____

Signature: _____

Date / Time:: _____

Thank you for your input!