

## A message from Sheriff Dave Weaver



*“Keeping the trust and confidence that Douglas County citizens have placed in me and their sheriff’s office remains a top priority for my administration. I promise a fair and impartial examination of your grievance.*

*Valid complaints help us protect our communities from future misconduct and strengthen our commitment to professionalism. At the same time, a thorough and impartial investigation protects employees who perform their duties properly.*

*Thank you for taking the time to bring your concerns to my attention and giving me the opportunity to serve you.”*

### Mission Statement

I shall protect and preserve the public safety and welfare of all individuals in Douglas County through effective, efficient public safety services. I will maintain the highest level of integrity, ethics, fairness and compassion at all times.

## Commendations

If you wish to commend an employee or deputy, the best way is to write a letter to the Sheriff, or to Internal Affairs, briefly describing the conduct and the notable act. The Sheriff’s Office is very proud of our deputies’ and employees’ professionalism. Each letter written by a citizen is forwarded to the Sheriff, the employee and their supervisors. Thank you for your time in recognizing our deputies and employees!

## DOUGLAS COUNTY SHERIFF’S OFFICE

David A. Weaver, Sheriff

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## DOUGLAS COUNTY SHERIFF’S OFFICE

David A. Weaver, Sheriff



*Procedures Concerning  
Citizen Commendations or  
Complaints on Sheriff’s  
Office Employees*

*Professional  
Standards /  
Legal*

## Frequently Asked Questions About the Complaint Process

The quality of relations between the Sheriff's Office and citizens confirms the cooperation and support required for effective law enforcement. As an agency of your county government, the Sheriff's Office is accountable for the official acts of its employees. We acknowledge this responsibility through a system of investigative and disciplinary procedures which will not only correct the deputy or employee when improper conduct is evident, but will also protect the employee who performs in a legal and appropriate manner.

### **When should I file a complaint?**

You can complain about the conduct of any Sheriff's Office employee if you feel you were treated improperly or unfairly.

We encourage you to come forward as soon as practical after the incident. Memories fade with time and a more accurate outcome is likely if we can begin our investigation right away.

### **Can I talk to a supervisor about my complaint?**

Yes. You may speak to the deputy's supervisor about your concerns. If he or she does not resolve the complaint to your satisfaction, you are still entitled to lodge a formal complaint.

### **How do I file a complaint?**

File your complaint in person, by telephone, by mail or at our website. Contact information is on the reverse flap of this brochure.

### **What questions will I have to answer?**

- What happened?
- When did it happen?
- What was said?
- What evidence exists?
- Who are the witnesses?

### **Can I make an anonymous complaint?**

Yes. Keep in mind however, that if you do not provide your name and contact information, we cannot advise you of the outcome of your complaint.

### **Who will investigate my complaint?**

An investigator from the Internal Affairs Unit with special training will investigate in some cases. In other, less serious cases, the employee's direct supervisor may investigate. All reports undergo a thorough review to ensure a complete and accurate investigation.

### **How long does the investigation take?**

Many factors influence the length of an investigation. We conduct a thorough examination including interviews with every person who may have information about the event. We strive to complete investigations within 30 days; complicated allegations may take longer to resolve.

### **Will I be notified of the outcome of my complaint?**

Yes. You will be notified of the final disposition of your complaint and whether misconduct occurred. We cannot disclose the details such as the degree of discipline that may have been imposed.

### **Will I have to go to court?**

Unless you have witnessed a serious criminal act by a member of our staff, you will not have to repeat your allegations in court. Even then, you may not have to

*While we hope you never have to use the information in this pamphlet, we strive to make the process as straightforward and accessible as possible. The Internal Affairs staff can answer any additional questions you have. Call Internal Affairs at 303-814-7021.*