

## GREELEY POLICE DEPARTMENT

**General Order 406.00****Reviewed: 02/23****406.00 COMPLAINT TRACKING PROCEDURES/ MAINTENANCE OF DISCIPLINARY RECORDS/ANNUAL STATISTICAL SUMMARY**

## 406.01 Complaint Tracking

Complaints submitted to any supervisor of this Department will be entered into the administrative management (currently Benchmark Analytics) system and forwarded through the Chain of Command for assignment. All complaints will be monitored by the Professional Standards Unit to ensure that review and assignment, if unresolved, is accomplished. When appropriate, the Professional Standards Unit will contact the complainant and advise of the process and who will be investigating the complaint.

After receiving an unresolved complaint, the Professional Standards Unit will ensure appropriate entry into the system has been made and forwarded to the appropriate supervisory component. This will ensure that the affected Deputy Chief is apprised of the complaint and actions to be taken.

All complaints assigned for investigation will be tracked and properly assigned to the specific classification and reviewed through the Chain of Command.

Results of the investigation will be forwarded through the Chain of Command with findings and recommendations. This will be maintained in the department system.

The Chief of Police and appropriate Deputy Chief will be notified of all complaints through the system. If the complaint involves a serious incident requiring emergency relief of duty, the Chief of Police, or his designee will be notified immediately.

## 406.02 Maintenance of Records of Disciplinary Actions

All disciplinary actions involving written reprimand, suspension, demotion, or termination will be maintained in the system by the supervisor taking the action. These records will be maintained in accordance with the departmental retention schedule and based on the guidelines outlined in the Colorado Municipal Retention Schedule 100.80 J for Internal Affairs and Police Action Reviews. The records of sustained disciplinary action will be retained for a minimum of 10 years from the employee's retirement or separation from the agency. Refer to G.O. 403 Appendix A for the applicable provisions of this schedule 100- Public Safety Records. Disciplinary actions will be maintained in the computerized tracking system and will be utilized for evaluation purposes. It will then be noted in the employee's disciplinary file.

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406.03 Annual Statistical Summary

The Professional Standards Unit will compile statistical data concerning internal investigations and prepare an annual summary of these investigations and results.

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**Authorized by Adam Turk, Chief of Police**

**Effective Date: February 14, 2023**

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*Adam Turk*  
Signature E1F3B9936247460...

**Date:** 2/14/2023