

AURORA POLICE DEPARTMENT

DIRECTIVES MANUAL

10.02 COMPLAINT AND DISCIPLINE PROCEDURES FOR SWORN MEMBERS

Approved By:	Jason Batchelor, City Manager
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Associated Forms:	023, 111, 112, 125, 192, 296, 520-333
References:	C.R.S § 24-31-303(1)(r), C.R.S § 24-31-305(2.5), C.R.S § 24-31-904, C.R.S § 24-33.5-114(4) C.R.S § 24-72-303(4)(a), HB 19-119, HB 20-1250, SB 15-218, SB 19-166, COA Charter § 3-16(8),
Review Authority:	Chief of Police and the APD Legal Advisor(s)

10.2.01 PURPOSE

The purpose of this directive is to provide guidelines for complaints and discipline procedures for all members.

10.2.02 SCOPE

This directive applies to all sworn members of the Aurora Police Department. For Career Service Employees, [DM 10.03 - Complaint and Discipline Procedures for Non-Sworn Members](#) will apply. The following procedures apply to allegations of misconduct, except allegations related to internal discrimination or harassment, which will be handled in accordance with Directive [10.09—Discrimination, Harassment, and Sexual Harassment Complaint Procedure](#).

10.2.03 DEFINITIONS

Active Complaint: A complaint is considered active upon receipt of an allegation against a department member. It remains active until findings are reached or until all appealable sustained violations are adjudicated before the Civil Service Commission.

Administrative Investigation: An investigation into alleged, suspected, or possible violations of the APD Directives, Bureau or Section Standard Operating Procedures (SOPs), Special Orders, or any other city administrative or personnel-related policies. The results of administrative investigations are used to support a finding, which may include disciplinary action. Administrative investigations may include interviewing the member(s) involved.

Allegation: A claim or assertion of misconduct against a member of the APD.

Complaint: A written or verbal statement containing an allegation(s) of misconduct involving a member of the APD.

Chain of Command Complaint Investigation: Complaints investigated by a member's chain of command.

Citizen Inquiry: An inquiry or clarification regarding policy and/or procedure that a supervisor can address, without any specific allegation of misconduct, and where the citizen expressed satisfaction with the response provided by the supervisor. When an individual disputes their guilt or innocence in a criminal case, the court process will be explained to them, and they will be referred to the appropriate courts. These above instances require documentation in the AMS, summarizing the

individual's opinions, but can be closed by the supervisor as a citizen's inquiry without further action and are not routed through the chain of command or the IIB.

Criminal Investigation: Criminal investigations are used to investigate alleged, suspected, or possible criminal violation(s) by the APD member(s). If a violation of law is revealed during an administrative investigation, the investigative body (chain of command or IIB) will notify the Chief of Police or designee for review. At the Chief's discretion, the Chief will assign the appropriate investigative unit/team(s) to conduct the criminal investigation separately from the administrative investigation. Criminal investigators from the APD or an outside law enforcement agency will conduct all criminal investigations. IIB will not direct or otherwise become involved with the criminal investigation. Criminal-related complaints will be investigated to the extent possible, regardless of the statute of limitations.

First-Line Supervisors (FLS): Responsible for managing and coordinating law enforcement activities and performing both administrative and leadership duties; first level of supervision within the chain of command.

Findings: A conclusion made based on the facts obtained from an administrative investigation. One of the following findings will be determined for all allegations in a complaint:

1. Exonerated: The allegation(s) did occur but was justified, lawful, and/or proper.
2. Expired: A finding that the complaint was received three or more years after the alleged event. Only the Chief of Police is authorized to render a finding of "Expired." Any finding of expired for a complaint will be added to the investigation of the complaint.
3. Not Sustained: The investigation failed to discover sufficient evidence to prove or disprove the allegations occurred.
4. Policy Failure: A finding that the member's actions did not violate existing policy, but department actions are recommended to better resolve the issue. This may involve complaints where the allegations are true, but the member conformed to existing training or policy, which led to an undesirable result, or the member's actions violated existing policy, but the action was reasonable and appropriate given the totality of the circumstances.
5. Sustained: The preponderance of the evidence has established a violation of policy. The term "preponderance of the evidence" means the allegation is more likely to have occurred than not.
6. Unfounded: The allegation(s) did not occur or did not involve police personnel.

General Grievance: Complaints concerning the police department without specific allegations directed towards any member of the APD and/or allegations that definitively do not involve any members of the APD. These grievances do not require documentation in the Administrative Management System (AMS).

IIB Formal Investigation: An internal investigation that requires the authority of the Chief of Police and involves a comprehensive executive review.

IIB Preliminary Investigation: Complaints received by IIB that do not require authority from the Chief of Police to investigate (e.g., In person, Public Web Report (PWR), and calls/voicemails left with IIB). At the direction of the Chief of Police, IIB shall investigate any complaint.

Initial Investigation: An initial inquiry into the facts and circumstances of a complaint to assess the event's significance and the severity of the possible policy violation, if any, and determine the appropriate next steps of the process. The initial investigation is a way of triaging the case to correctly route the information to the appropriate personnel to handle the complaint.

Internal Investigations Bureau (IIB): The bureau responsible for complex administrative, complaint, and use of force investigations. The bureau contains the Department's Internal Affairs Unit (IAU) and Force Investigation Unit (FIU).

Misconduct: Unacceptable or improper behavior that, if true, would violate the APD Directives, Bureau or Section SOPs, Special Orders, or any other city administrative or personnel-related policies.

Preliminary Investigation: The initial phase of an administrative investigation identifies potential policy violation(s), potential disciplinary outcome, and appropriate routing of the complaint. This may include determining the facts surrounding the allegations by contacting the complainant, interviewing witnesses, obtaining additional information, and reviewing relevant evidence (i.e., videos and reports). This information shall be documented in the Administrative Management System (AMS) and routed through the appropriate chain of command. Additional investigative techniques beyond a preliminary investigation may not be necessary to determine findings for an allegation in a complaint.

10.2.04 POLICY

The APD is committed to an equitable and transparent complaint, investigation, and discipline process that allows for a fair and impartial investigation of allegations against members of the APD by members of the public and employees. Pursuant to the City of Aurora Charter, the Chief of Police determines discipline within the police department. The Internal Investigation Bureau (IIB) is supervised directly by the Chief of Police. Nothing in this order precludes the Chief of Police from monitoring or directly supervising an IIB investigation or delegating this responsibility to the Assistant Chief or other senior command officer or from consulting with Deputy Chiefs or the Assistant Chief regarding a complaint or proposed discipline at any stage in the investigation or discipline process.

10.2.05 CONFIDENTIALITY

Any department member aware of information related to a complaint or administrative investigation will keep the information confidential unless authorized by the proper authority to discuss such information. The proper authority comprises the investigating member's chain of command, members of IIB, and/or the executive staff.

Nothing in this policy will interfere with a member's privileged conversations with their attorney, licensed counselor, labor representative, peer support member, chaplain, or religious counselor or with reporting their information to the appropriate legal authority.

All members are prohibited from participating in or conducting an independent investigation relating to the subject matter of the administrative investigation.

10.2.06 ACCEPTING COMPLAINTS

Members of the public and employees may bring complaints regarding the alleged misconduct of APD members to the attention of the APD in any manner (e.g., in-person, by phone, online, or social media) and to any location or member of the department for review and investigation. Any non-supervisory department member contacted by a complainant in any manner wishing to lodge a complaint against

any department member shall immediately personally notify a supervisor (i.e., in person, by phone, or radio) and arrange for a supervisor to contact the complainant.

Any documents the complainant submits shall be accepted and entered into the Administrative Management System (AMS) as an exhibit if a supervisor determines that they have evidentiary value.

Members will accept complaints in a professional manner. All department members will perform their duties and assume the obligations of their rank in reporting allegations of misconduct.

Anonymous complaints will be accepted and investigated in the same manner as all other complaints. If a member wants to remain anonymous, efforts will be made to protect their identity. However, there is no guarantee that the member will not be called as a witness or compelled to participate in an administrative investigation. According to [DM 10.05 - Rights of Members Under Administrative Investigation](#), the member shall be informed of the name of the complainant(s) unless the Chief of Police or the Chief's designee determines that such information would compromise the investigation.

All employees may file a complaint without fear of retaliation or reprisal.

10.2.07 NOTIFICATION TO COMPLAINANT AFTER ADJUDICATION

After any complaint has been adjudicated, the member who completed the investigation shall inform the complainant, verbally or in writing, that the complaint was adjudicated. There is no expectation to identify, contact, or locate anonymous complainants for a case status update or conclusion. The investigating member will document the notification in the Administrative Management System (AMS).

The Complaint Resolution Notification form will be used for written notification.

10.2.08 EXPIRED COMPLAINTS

If a supervisor receives a complaint where the allegation occurred three or more years after the alleged misconduct, a summary of the allegations will be entered into the Administrative Management System (AMS) and sent through the chain of command before completing an administrative investigation. The supervisor will send the complaint through the subject member's chain of command. If the subject member is no longer employed, the supervisor receiving the complaint will send the complaint through their own chain of command. The complaint will be sent to the Deputy Chief of the appropriate chain of command, who will confer with the Chief of Police. The Chief of Police may authorize an administrative investigation by the chain of command or by IIB or render a finding of "Expired." If the Chief of Police finds that the complaint has expired and no further action shall be taken, this notification will be sent to the commander through the chain of command, who will close the complaint. Nothing precludes the Chief of Police from directing that an investigation be conducted for an allegation that may be expired.

10.2.09 COMPLAINTS RECEIVED IN THE CHIEF'S OFFICE

Complaints received in the Chief's Office will be entered into the Administrative Management System (AMS), forwarded to the appropriate chain of command or sent to IIB for review and processing.

10.2.10 COMPLAINTS CONTAINED IN LEGAL DOCUMENTS

IIB shall investigate any complaints of misconduct contained in legal documents (Notice of claim, complaints, etc.) unless the facts and circumstances in the complaint have already been investigated by APD.

10.2.11 COMPLAINTS AGAINST THE CHIEF OF POLICE

If a complaint alleges misconduct by the Chief of Police is received, it shall be formally documented within the Administrative Management System (AMS) and subsequently forwarded through the appropriate chain of command to the IIB Commander. The IIB Commander shall draft an official memorandum detailing the complaint and send it to the City Manager for notification and review.

10.2.12 COMPLAINTS ALLEGING EXCESSIVE USES OF FORCE

Allegations involving excessive use of force will be received according to the complaint intake process. The investigating supervisor will verify that the use of force has been entered into the Administrative Management System (AMS). Irrespective of whether the use of force has undergone adjudication, the receiving supervisor will track the complaint to the IIB Commander or Lieutenant to assign for a comprehensive review and potential further investigation.

10.2.13 COMPLAINTS OF BIASED-BASED POLICING

Complaints alleging biased-based policing will be accepted in accordance with policies regarding the acceptance of all internal and external complaints described in [*DM 08.32 - Biased-Based Policing*](#).

All biased-based policing complaints will immediately be forwarded to the APD Internal Investigations Bureau (IIB) for tracking in the Administrative Management System (AMS). After that member's supervisor completes the initial inquiry, IIB will determine whether the complaint should be investigated by IIB or by the command of the member whose conduct is the subject of the complaint.

If IIB determines that no additional investigation is required, the complaint may be returned to the member's chain of command for adjudication. Upon the chain of command's completion of the investigation, the complaint will come back to IIB for final review and closure. All allegations involving biased-based policing, shall be sent to IIB for final review, regardless of whether or not it was ultimately determined to have been biased-based.

10.2.14 COMPLAINTS OF DISCRIMINATION, HARASSMENT, AND SEXUAL HARASSMENT

It is the department's intent that Human Resources will handle the investigation of allegations of harassment and discrimination based on a protected class or sexual harassment as defined in [*DM 10.09 - Discrimination, Harassment, and Sexual Harassment Complaint Procedure*](#). Allegations of discrimination or harassment not based on the above-protected classes will be handled as any other complaint of alleged misconduct.

All employees may file a complaint without fear of retaliation or reprisal. All complaints must be brought forth in good faith. Employee(s) should make a timely complaint. This will enable the Department to promptly investigate and correct any behavior violating this Directive. An employee who believes they have witnessed or were the subject of an act of discrimination or harassment must report the incident within 300 days of the occurrence. While a complaint may appear to be time-

barred, nothing precludes Human Resources from initiating an internal administrative investigation for the best order and discipline of the agency.

Member Responsibility

The reporting member(s) shall immediately notify a supervisor/sergeant or lieutenant/watch commander regarding the incident. Subsequently, either the reporting member(s) or the supervisor/sergeant or lieutenant/watch commander receiving the complaint shall submit a written or verbal complaint, preferably a memorandum detailing the complaint, which will be addressed through the chain of command to the Chief of Police, Deputy City Manager, City Manager, and Director of Human Resources.

If the subject of the complaint is the Chief of Police, the complaining member(s) should submit a written or verbal complaint to Human Resources and/or the City Manager or Deputy City Manager.

Human Resources will advise the Chief of Police and the City Attorney's office (Police Legal Advisor or Human Resources Attorney) that a complaint was filed.

An investigation may continue even if the complainant(s) fails to pursue the complaint, withdraws the complaint, or separates from their employment with the Department.

Human Resources will determine when an outside investigator is needed.

Supervisory Responsibility

Any supervisor or command-level officer who receives an allegation or observes a suspected allegation against an employee for violations of rules, regulations, laws, statutes, ordinances, and/or misconduct concerning discrimination, harassment, or sexual harassment as defined in [DM 10.09 - Discrimination, Harassment, and Sexual Harassment Complaint Procedure](#) will:

1. Document all complaints of harassment, sexual harassment, or discrimination on the Harassment, Sexual Harassment, and/or Discrimination Investigation Summary form.
2. Forward the Harassment, Sexual Harassment, and/or Discrimination Investigation Summary form to Human Resources within two working days.
3. All Equal Employment Opportunity (EEO) complaints must be finalized and submitted before the end of the respective shift unless exceptional circumstances hinder the supervisor/sergeant or lieutenant/watch commander from doing so. Extension requests due to extenuating circumstances will be reviewed, approved, or denied by the duty executive or higher rank.

Members under investigation may be placed on administrative leave in accordance with [DM 08.02 - Leave and Scheduling Procedures](#) only with the approval of the Chief of Police or designee.

10.2.15 EQUAL EMPLOYMENT OPPORTUNITY (EEO) INVESTIGATIONS

The IIB Commander and the Assistant Chief of Police will review the Report of Findings of the EEO investigation. Should the IIB Commander and Assistant Chief of Police determine potential violations of the APD directives that may exist based on the EEO investigation, an IIB investigation will be initiated pursuant to [DM 10.09 - Discrimination, Harassment, and Sexual Harassment Complaint Procedure](#).

If IIB, during an active investigation, learns of possible EEO violations arising out of the same incident(s) for the subject of the IIB investigation, the IIB Investigator and Human Resources will coordinate the investigations.

10.2.16 COMPLAINT INVESTIGATIONS RECEIVED BY IIB

If IIB determines findings for allegations of a complaint and no further action is required after completing an administrative investigation, IIB may adjudicate the complaint as not sustained, unfounded, no cooperation or citizen inquiry and shall enter its findings into the Administrative Management System (AMS). In all other cases, IIB will coordinate with the chain of command for investigation and disposition.

10.2.17 COMPLAINTS ROUTED TO THE CHAIN OF COMMAND BY IIB

When a complaint is received by IIB, an initial inquiry or a preliminary investigation will be conducted, and a decision to retain the case or track it back to the respective district command will be made.

IIB may route a complaint to the subject member's chain of command after IIB has conducted a preliminary administrative investigation or route the complaint to the subject member's chain of command to complete a chain of command complaint investigation.

When a commanding officer receives a complaint from IIB that requires additional investigation, they will assign it for completion within their chain of command. The supervisory responsibilities for complaints will apply.

If a commanding officer receives a completed IIB preliminary investigation, they shall assign and address any noted issues or follow-up investigation. The supervisory responsibilities for complaints will apply.

10.2.18 SUPERVISOR ADDRESSING PERFORMANCE

Nothing in this directive will prohibit supervisors from performing or engaging in routine, normal, and/or customary supervisory and leadership communications or from counseling, training, and coaching for improvement. Routine and customary communication, however, will not be used as a pretext to avoid the complaint and investigation procedures in this directive.

10.2.19 RESPONSIBILITIES FOR FIRST-LINE SUPERVISORS

This section delineates the responsibilities of first-line supervisors in managing complaints, initiating investigations, and determining appropriate actions based on the findings. Additionally, it establishes timelines for conducting preliminary investigations, emphasizing the importance of timely resolutions. When a first-line supervisor receives a complaint, the following course of action shall be taken:

Acceptance of Complaint: Upon receipt of a complaint or when a supervisor gains knowledge of a member's alleged misconduct, a careful assessment shall be conducted to classify it as either a *general grievance*, *citizen's inquiry* or *complaint*, as defined in the accompanying *definitions section* below. The following procedure for data entry into the Administrative Management System (AMS) shall be followed:

1. Significant Event Notification: In cases involving possible criminal charges, significant allegations of misconduct, or there is a great public interest, the first-line supervisor shall immediately notify the lieutenant or, in their absence, the watch commander or duty executive.
2. General Grievance: Shall not be entered into the Administrative Management System (AMS).
3. Citizen's Inquiry: Shall be entered into the Administrative Management System (AMS) and may be closed by the front-line supervisor.
4. Complaint: A potential policy violation shall be forwarded to the subject member's direct supervisor or retained within their own chain of command if the receiving member is in the subject member's chain of command. The first-line supervisor will consult the Lieutenant to determine if the supervisor retaining or receiving the external complaint will conduct a preliminary investigation into the allegations of the complaint.
 - a. If the misconduct is minor or performance-related and the resulting consequences do not exceed a Corrective Action, the first-line supervisor shall take appropriate measures to address the misconduct, complete preliminary investigation, including documentation in the Administrative Management System (AMS) and notification to the supervisor's Lieutenant. All complaints will be sent to a Commander for final adjudication.
 - b. If the resulting consequences may exceed a Corrective Action, the first-line supervisor shall conduct a preliminary investigation.

First-Line Supervisors who gain knowledge of a member's misconduct will document the incident appropriately, track it to the next level supervisor, and handle it in accordance with the complaint process outlined above.

Preliminary Investigation: The initial phase of an administrative investigation, which includes determining the facts surrounding the allegations that may include making reasonable attempts to contact the complainant, interviewing witnesses, obtaining additional information, and reviewing relevant evidence (e.g., videos, reports, etc.). This information shall be documented in the Administrative Management System (AMS).

Handling of Alleged Misconduct: At the conclusion of the preliminary investigation, the first-line supervisor shall send the investigation through their appropriate chain of command for review and a command officer recommendation of findings or whether additional investigation is required, including interviewing members or additional witnesses.

Timeline for Preliminary Investigations:

1. All preliminary investigations shall be concluded and forwarded within eight (8) regularly scheduled duty days of receiving the complaint. A lieutenant or higher-ranking command officer may grant extensions in extenuating circumstances.
2. In cases involving possible criminal charges, allegations of significant misconduct, or great public interest, first-line supervisors shall conclude and forward the preliminary investigation by the conclusion of their shift. Extensions due to extenuating circumstances may be granted at the discretion of a lieutenant or higher-ranking command officer.
3. If an investigation necessitates follow-up and is delegated back to a first-line supervisor, it shall be finalized within eight (8) regularly scheduled duty days.

Remedial Training: Any remedial training and/or counseling identified as being required for resolution by the chain of command shall be documented within the Administrative Management System (AMS).

10.2.20 RESPONSIBILITIES FOR LIEUTENANTS

This section delineates the responsibilities of Lieutenants in managing complaints, initiating investigations, and determining appropriate actions based on investigative findings. Additionally, it establishes timelines for reviewing and conducting preliminary investigations, emphasizing the importance of timely resolutions. When a Lieutenant receives or reviews a complaint, the following course of action shall be taken:

1. Acceptance of Complaint: Upon receipt of a complaint by a lieutenant, a careful assessment shall be conducted to classify it as either a *General Grievance*, *citizen's inquiry*, or *complaint*, as defined in the accompanying *definitions section* above. The following procedure for data entry into the Administrative Management System (AMS) shall be followed:
 - a. Significant Event Notification: In cases involving possible criminal charges, significant allegations of misconduct, or there is a great public interest, the lieutenant shall notify the duty executive as soon as practical.
 - b. General Grievance: Shall not be entered into the Administrative Management System (AMS).
 - c. Citizen's Inquiry: Shall be entered into the Administrative Management System (AMS) and may be closed by the lieutenant.
 - d. Complaint: A complaint will be assigned to the subject member's direct supervisor or retained if the lieutenant supervises the subject member. The supervisor retaining or receiving the complaint will conduct a preliminary investigation into the allegations of the complaint.
2. Alleged Misconduct: Lieutenants who gain knowledge of a member's alleged misconduct, absent from receiving a complaint, shall consult with a command officer by phone within their chain of command to discuss comparables, and the agreed-upon course of action will be documented in the Administrative Management System (AMS).
 - a. If the misconduct is minor or performance-related and the resulting consequences will not exceed a Corrective Action, the lieutenant shall take appropriate measures or assign a supervisor to address the misconduct with documentation in the Administrative Management System (AMS). If the expected level of a disciplinary measure is a "Corrective Action" or less, The Lieutenant will complete or delegate the preliminary investigation and notify the commander upon completion. All complaints will be sent to the Commander for final adjudication.
 - b. The Lieutenant shall conduct or assign a supervisor to conduct a preliminary investigation if the resulting consequences may exceed a Corrective Action.
3. Preliminary Investigation: When a preliminary investigation is routed to a Lieutenant, they shall identify whether additional investigation is required, absent questioning the witnesses or the subject member(s). Should the need for additional investigation arise, the Lieutenant retains the authority to delegate the task to the designated investigating supervisor or conduct additional investigation themselves.

If the investigation reveals a potential violation of law, the reviewing or investigating lieutenant shall notify the duty executive through their chain of command, who will determine the appropriate investigative unit/team(s) to be assigned to conduct the criminal investigation. The complaint will then be routed through the chain of command to IIB.

4. Handling of Alleged Misconduct: At the conclusion of the preliminary investigation, the Lieutenant shall send the investigation through their appropriate chain of command with a recommendation of findings or whether additional investigation is required.

The issuing of NOI will generally be conducted by Lieutenants, with the option to delegate the task to a Sergeant, while maintaining oversight of the process.

If the disciplinary outcome for any misconduct will likely lead to discipline greater than a written reprimand, the Lieutenant will not ask the involved members about the circumstances involved in the complaint, unless the Lieutenant receives direction from the Commander to issue an NOI and ask clarifying questions. The lieutenant will send the investigation through the appropriate chain of command with recommendations on whether additional interviews with members are required, a recommendation on findings, and potential disciplinary outcomes listed.

5. Timeline for Preliminary Investigations:
 - a. In cases involving possible criminal charges, discipline greater than a Written Reprimand, or there is a great public interest, the lieutenant shall conclude and forward their preliminary investigation and/or review of the primary investigation through their chain of command immediately. Extensions due to extenuating circumstances may be granted at the discretion of a higher-ranking command officer.
 - b. All preliminary investigations shall be concluded and forwarded within eight (8) regularly scheduled duty days of receiving the complaint. A higher-ranking command officer may grant extensions in extenuating circumstances.
 - c. If a completed investigation is returned to the lieutenant for follow-up, it shall be finalized within eight (8) regularly scheduled duty days. A higher-ranking command officer may grant extensions in extenuating circumstances.
6. Remedial Training: Any remedial training and/or counseling identified as being required for resolution by the chain of command shall be documented within the Administrative Management System (AMS).

10.2.21 RESPONSIBILITIES FOR CAPTAINS

This section delineates the responsibilities of captains in managing complaints, initiating investigations, and determining appropriate actions based on investigative findings. Additionally, it establishes timelines for reviewing and conducting preliminary investigations, emphasizing the importance of timely resolutions. When a captain receives a complaint, they shall adhere to the lieutenant protocol above numbers one through seven (1-7) and substitute the title of lieutenant with that of a captain.

Captains may be given the ability to supervise the investigation, review findings and have adjudication ability as delegated by the commander.

10.2.22 RESPONSIBILITIES FOR COMMANDERS

Commanders' responsibilities encompass managing complaints within their chain of command, reviewing and initiating investigations, and discerning appropriate actions based on investigative findings, with an emphasis on timely resolutions. Upon receipt of an administrative investigation, commanders assume the critical responsibility of reviewing investigations forwarded to them, conducting comprehensive assessments to determine the necessity for further inquiry, and adjudicating disciplinary matters, particularly when the prescribed discipline falls short of a suspension period exceeding 40 hours.

When a Commander receives a complaint, they shall adhere to the lieutenant protocol above numbers one through four (1-4) and substitute the title of lieutenant with that of a commander. After numbers one through four (1-4) are progressively reviewed or completed, commanders shall complete the following:

1. Handling of Alleged Misconduct

- a. Handling of Alleged Misconduct of Members in Their Chain of Command: At the conclusion of the preliminary investigation, the Commander shall determine the potential disciplinary actions or whether additional investigation is required, including interviewing members.

- b. Written Reprimand or Less:

If the potential disciplinary outcome for any misconduct is likely a written reprimand or less, the commander shall adjudicate the complaint, or if it is necessary to interview members involved in the investigation, the commander reserves the right to assign the task of interviewing members without the issuance of a Notice of Investigation (NOI).

- c. Greater than Written Reprimand but Less Than forty (40) Hours of Suspension:

If the disciplinary outcome for any misconduct will likely lead to discipline greater than a written reprimand not exceeding forty (40) hours of suspension, the commander will provide the findings, summary of evidence and recommended discipline to the Deputy Chief.

If the disciplinary outcome is likely to result in less than forty (40) hours of suspension and can be addressed within the chain of command, the commander shall send the investigation through the appropriate chain of command to their Deputy Chief for review, with recommendations on findings and the desired disciplinary outcomes. The Chief of Police must review and approve all disciplinary recommendations.

- d. Presumed Discipline Greater than forty (40) hours of suspension:

Referral to IIB, will not be handled within Chain of Command.

- e. Referral to IIB for Formal Investigation: During the course of a chain of command complaint investigation, the Commander may request through their chain of command to the Chief of Police assistance of IIB, including but not limited to the following reasons:

- i. Great public interest
- ii. Discipline involving suspension, greater than forty (40) hours
- iii. Complex investigation
- iv. Allegations involving potential criminal charges

2. Timeline for Preliminary Investigations:

- a. In cases involving possible criminal charges, allegations of significant misconduct, or there is a great public interest, the commander shall conclude and forward their preliminary investigation and/or review of the primary investigation through their chain of command as soon as practical. Extensions due to extenuating circumstances may be granted at the discretion of a higher-ranking command officer.
 - b. All preliminary investigations shall be concluded and forwarded within eight (8) regularly scheduled duty days of receiving the complaint. A higher-ranking command officer may grant extensions in extenuating circumstances.
 - c. If a completed investigation is returned to the commander for follow-up, it shall be finalized within eight (8) regularly scheduled duty days. A higher-ranking command officer may grant extensions in extenuating circumstances.
3. Remedial Training: Any remedial training and/or counseling identified as being required for resolution by the chain of command shall be documented within the Administrative Management System (AMS).

10.2.23 IIB FORMAL INVESTIGATIONS

The IIB has the authority of the Chief of Police to conduct investigations without interference or obstruction by any member. The Chief of Police or designee, at their discretion, may assign an administrative investigation to any member or appropriate outside entity. Investigations will be conducted according to IIB Standard Operating Procedures (SOPs). Reasons for a Formal Investigation may involve, but are not limited to:

1. Great public interest
2. Discipline involving suspension, greater than forty (40) hours
3. Complex investigation
4. Allegations involving potential criminal charges

If a formal IIB investigation is authorized, and the allegations involve a matter that was the subject of a criminal investigation, the entire criminal investigation shall be attached to the IIB investigation.

10.2.24 NOTICE OF INVESTIGATION

A member will be issued [the APD Form 112 - DM 10.02 - Notice of Investigation](#) prior to an interview with them if they are the subject member of an administrative investigation, and the presumptive disciplinary outcome will likely be greater than a written reprimand.

The NOI will include a synopsis of the incident's nature and the members' status in relation to the investigation. The allegations of misconduct for which the member will be interviewed will be documented and tied to a specific policy-related violation.

Any member may be required to submit to a medical or laboratory examination at the agency's expense when the examination is specifically directed and narrowly related to a particular administrative investigation. Any member may be required to be photographed, participate in a line-up, submit to a fingerprint comparison, and/or submit a financial disclosure statement when such

actions are material to a particular administrative investigation. The member must submit to any test (e.g., breath test, blood test, urine sample, hair follicle test, fitness for duty, etc.) as deemed necessary for any internal investigation.

If additional allegations are identified during an interview, the supervisor will stop the interview, prepare an additional NOI specifying the additional allegation(s), and serve it to the subject member. Supervisors conducting administrative investigations will not rely on a "blanket statement" to notify the member that other misconduct complaints will be investigated.

Members involved in critical incidents may be issued [the APD Form 023, Notice of Investigation - Critical Incident](#), only under the IIB Commander's or designee's authority. Anytime a critical incident is suspected to have occurred, the IIB Commander or designee will be contacted prior to any investigation or issuance of an NOI.

10.2.25 PROCEDURES FOR INTERVIEWS IN IIB FORMAL INVESTIGATIONS

Members are prohibited from being armed, having cell phones, smart watches, or any other electronic recording devices on their person during interviews, the IRP process, and the pre-disciplinary/disciplinary hearings.

A member will be issued [the APD Form 112 - DM 10.02 - Notice of Investigation](#) prior to an interview if they are the subject member of an administrative investigation and the presumptive disciplinary outcome will likely be greater than a written reprimand, which they will be required to acknowledge and sign. Subject and witness members will be allowed an observer in accordance with this directive and the observer conditions defined in [the APD Form 111 - DM 10.02 - Acceptance of Observer Conditions](#), which they must acknowledge and sign prior to an interview. Subject and witness members will be provided with [the APD Form 520-333 - DM 10.10 - Investigative Advisement \(Garrrity Warning\)](#) prior to an interview with them, which they must acknowledge and sign.

The investigating supervisor or IIB investigator interviewing a member shall electronically record all relevant interviews with equipment provided by the department. The interview will begin with the interviewer reading from the interview advisement form [the APD Form 296 - Interview Advise-Sworn Subject Emp](#) or witness advisements. If a subject or witness member takes notes during the interview, they may not retain their own notes, as they will be collected and maintained with the case file.

Members are required to cooperate in an administrative investigation and respond to questions from a supervisor or IIB investigator(s). They are required to answer questions completely and truthfully and will not omit any material facts. Members may be required to provide a written statement relating to their activities, circumstances, events, conduct, or acts that pertain to the incident that is the subject of this investigation. Failure or refusal to fully and truthfully cooperate may subject the member to discipline up to and including termination.

At the end of the questioning, the investigator will allow the subject member to add information related to the investigation that they feel was not obtained during the interview. The investigator will ask the observer if they have any suggested questions, and the observer may suggest questions that are narrow in scope and relevant to the investigation. The investigator may ask additional questions or decline to ask any or all of the questions. At no time will the observer directly question the subject or witness member.

If the administrative investigation is being conducted by a member other than IIB, the investigating member will retain all investigative material and will upload this information into the Administrative Management System (AMS) as exhibits. It shall not be uploaded into the criminal case to which it may be related.

All members shall keep all information from the interview confidential.

Observers/Representatives

Observers must adhere to the observer conditions as defined in this section [the APD Form 111 - DM 10.02 - Acceptance of Observer Conditions](#) while participating in any and all processes. Observers are allowed to be present during the following investigative/disciplinary processes:

1. Any investigation when a member is interviewed
2. Investigations when a Notice of Investigation (NOI) is issued.

The subject member may choose to have their attorney serve as an observer but is limited to either a member or attorney for any part of the processes listed above.

To avoid a conflict of interest or the appearance of a conflict of interest, observers and representatives cannot be the subject member's subordinate, supervisor, or within the subject member's chain of command, either currently or at the time of the alleged misconduct. In addition, the observer or representative cannot be anyone who has had any role in the incident or matter under investigation, including the role of a potential witness or peripheral party.

If the subject member chooses to have an observer present for the IIB interview, they must be present at the scheduled time and place. Should the observer arrive after the scheduled interview time and the interview has begun, the observer will not be permitted to attend the in-progress interview unless allowed by the investigator.

The observer shall not convert the interview into an adversarial proceeding, interfere with the questioning or investigation, give any advice that would be contrary to complete honesty and truthfulness or discuss the complaint with any member of the department or any other person the observer knows or reasonably should know will be interviewed as a witness during the investigative process while the administrative investigation is active.

The materials present in the room during the interview are not available for review, perusal, or access without the consent of the investigator. The observer's presence is a privilege extended by the Chief of Police. Any violation of these conditions may result in forfeiture of this privilege for the current investigation and for that observer's presence in future investigations.

Observer and Representative Compensation

If a sworn member is asked to participate as an observer during an accused subject member's interview, the following procedures will be adhered to:

1. If authorized and on duty, the member will be allowed duty time to serve as an observer.
2. Should the requested member be off-duty, they will receive straight-time compensation for time spent in an observer role.

Representatives participating in the IRP will be allowed up to four (4) straight-time compensation hours to assist with the review of a completed IIB investigation. If more than four hours is reasonably required to perform this task, the representative may request approval from the Assistant Chief for additional time compensation.

10.2.26 INVESTIGATIVE REVIEW PROCESS

At the discretion of the Chief of Police, an Investigative Review Process (IRP) may begin prior to an IIB case being completed. The Chief of Police or designee may grant an extension of the IRP process on a case-by-case basis (i.e., pre-scheduled leave or volume of case files to review). When there is a departmental interest, the Chief of Police or their designee may shorten the timeframe for the IRP, which will be written and added to the IIB file. If the process is shortened, the Office of the Chief of Police will notify the IIB in writing, and the IIB will notify the subject member in writing. Both notifications will be added to the IIB case.

The IRP occurs after the IIB formal investigation and after the IIB commander or lieutenant has reviewed the investigation. The IIB investigator will notify the subject member by email that the formal investigation is available for the IRP. If the subject member is on administrative leave, the IIB investigator will call the subject member in addition to sending an email. The subject member must acknowledge receipt of that notice via email within twenty-four (24) hours of their first scheduled duty day(excluding preapproved leave) of the subject member's duty or scheduled availability and indicate whether they intend to exercise their right to utilize the IRP or waive it. If the involved member is on administrative leave, they will be contacted by phone to ensure acknowledgement of receipt.

The subject member has five (5) days – excluding pre-approved leave – after receiving the email notice to review the investigation and make notes of any issues in dispute. The IRP period will be considered closed when the member fails to respond to review the investigation after five (5) days from the notification being sent, or the member declines to review the investigation, or the member completes the review of the investigation and completes/declines to complete a letter of dispute. The subject member shall be afforded overtime or compensatory time to review the case.

Upon review of the IIB formal investigation, the subject member should discuss any perceived deficiencies with the investigation, such as a failure to interview a witness, a failure to inquire into certain areas during a witness interview, and/or a failure to collect evidence. Members shall not record, photograph or produce any copies of the case file during their review. The member may take notes during the review, which they must turn over to IIB, and IIB will retain with the case.

In the event that there is an issue in dispute that cannot be resolved between the subject member and IIB, a Letter of Dispute may be drafted by the subject member to address any perceived inadequacies in the investigation. The subject member has three (3) business days after the conclusion of the IRP period to prepare and submit a signed Letter of Dispute to address any perceived inadequacies in the investigation. The Chief of Police or designee may grant an extension on a case-by-case basis (i.e., pre-scheduled leave or volume of case files). If the subject member notifies the IIB in writing that they will not submit a Letter of Dispute, the Chief of Police or designee will proceed with the adjudication process. The Letter of Dispute will be added to the investigation and included when the case is submitted to the Chief's Office.

If the member needs to use their notes to draft the Letter of Dispute, the IIB investigator will number and copy the page(s) of notes in the member's presence. The originals will remain in IIB, and the copies will be provided to the member for review. The IIB investigator will advise the member of the guidelines for having a copy of the IRP notes using [the APD Form 192 - DM 10.02 - IRP Notes](#). The guidelines are:

1. The member will not make copies of the notes in any form.
2. The member will not provide information from the investigation or notes to any other department member except their Aurora Police Association (APA) or Fraternal Order of Police (FOP) observer listed on the form.
3. The member will not provide information from the investigation or the notes to the public or media.
4. The member will return the copy of the notes to IIB along with the Letter of Dispute.

Upon returning the notes to IIB, the IIB investigator will verify that all pages of the notes were returned. Members are reminded that the initial notification of investigation from the IIB investigator and [the APD Form 112 - DM 10.02 - Notice of Investigation](#) are direct orders not to discuss the complaint.

10.2.27 POLICE CHIEF & EXECUTIVE REVIEW OF IIB FORMAL INVESTIGATION

The IIB commander or Lieutenant will ensure the investigation is complete before providing the investigation and an executive summary to the Chief of Police. The Office of the Chief of Police will schedule a meeting between IIB and Executive Staff for the IIB investigator to provide a briefing on the case. After the briefing, the Chief of Police will choose from one of the following actions after reviewing the investigation:

1. Send the case back to IIB for additional investigation
2. Reach a finding for the complaint violations:
 - a. Exonerated
 - b. Expired
 - c. Not Sustained
 - d. Policy Failure
 - e. Sustained
 - f. Unfounded

Should the complaint involve the Chief of Police or there is a conflict of interest with the Chief of Police, the City Manager will review the IIB investigation and determine final discipline .

In the event that department action is recommended, an administrative investigation may also find that changes to existing policy or training should be considered. Any investigation with a finding of department action recommended will require a memorandum from the commander overseeing the investigation, detailing the basis for the finding and outlining the recommended policy or training change(s). This memo will be sent to the Chief of Police through the chain of command. After reviewing with relevant stakeholders, the Chief of Police or designee will determine the required revisions to policy or training, which will be placed in the complaint investigation.

10.2.28 PRE-DISCIPLINARY HEARING AND IMPOSITION OF DISCIPLINEFormal Discipline Greater than Written Reprimand:

After the conclusion of an administrative investigation, the Chief of Police will notify the member in writing of the preliminary findings and recommended discipline and whether the Chief will hold a pre-disciplinary hearing. If the Chief does not require a pre-disciplinary hearing, the member will be informed of their option to have a pre-disciplinary hearing prior to the issuance of formal discipline.

The Chief of Police, at their discretion, can require a pre-disciplinary hearing regardless of waiver by the member, and the member will be notified of the pre-disciplinary hearing in writing.

1. The member may request a pre-disciplinary hearing with the Chief of Police in accordance with Aurora City Charter § 3-16(8)(b) prior to the imposition of any discipline greater than a written reprimand. Members must submit a letter to the Chief of Police within three (3) business days of receipt of notification to request a pre-disciplinary hearing or the right to a pre-disciplinary hearing shall be waived.
2. The member may waive the pre-disciplinary hearing in writing prior to the expiration of the three (3) business days.

If a pre-disciplinary hearing is required or requested in accordance with this section, the member will be notified by the Chief of Police or designee in writing or email of the date and time of the pre-disciplinary hearing. If the involved member is on administrative leave, they will be contacted by phone to ensure acknowledgement of receipt.

The notification will include any recommendations for discipline and other interventions determined by the Chief of Police. The notification will also include the next steps in the process for the member.

At the pre-disciplinary hearing, the member shall be given the following:

1. A copy of the specification of the charges.
2. A copy of the written report of the evidence supporting the charges.
3. A copy of the summary of the disciplinary record of the member, if any.
4. An opportunity to make a statement in response to the charges and written report. If a statement is made, it shall be transcribed.

After three (3) days following the pre-disciplinary hearing, the Chief of Police may impose final discipline or enter into an agreement on discipline with the member.

All discipline must be approved by the Chief of Police subject to the provisions in the City of Aurora Charter. Per the City of Aurora Charter, discipline will be by written command signed by the Chief of Police. If discipline involves a monetary impact on the member greater than one-third (1/3) of the member's monthly salary, the disciplinary order must be approved by the City Manager or a designated Deputy City Manager. A copy of the written disciplinary order shall be served on the member. In the event this directive is inconsistent with the language of the Aurora City Charter regarding discipline, the Aurora City Charter overrules this directive.

10.2.29 DISPOSITION OF SUSTAINED FINDINGS FOR ADMINISTRATIVE INVESTIGATIONSNot Formal Discipline:

Personal Appraisal Entry: This record captures the actions of members in connection to a specific incident, whether positive, neutral, or negative. Each entry contains vital summary information required for supporting the performance review process. It's important to clarify that these entries, referred to as Performance Action Entries (PAEs), do not constitute formal disciplinary measures.

Corrective Actions: Written documentation of a member's actions related to a specific incident, providing essential information for the performance review process. It serves as a written warning to correct behavior, indicating acknowledgment of performance concerns by the member. Subsequent violations may lead to disciplinary measures. Corrective Actions do not constitute formal disciplinary measures.

Formal Discipline:

Written Reprimand: Documents specific allegations and findings. It represents a penalty of documented disciplinary action imposed after a finding of sustained or an admission of a policy violation. The command officer will consult IIB for comparable historical discipline. The Chief of Police must approve the written reprimand. Once approved, a command officer will personally issue the written reprimand to the subject member. A copy of the fully executed written reprimand will be uploaded to the management system and tracked to IIB for closeout and retention procedures. A written reprimand is not an appealable form of discipline.

Suspension: Formal discipline imposed by the Chief of Police or designee to temporarily revoke a member's privilege of performing their duties without pay. The number of penalty hours constitutes a suspension without pay, irrespective of whether such hours are deducted from the member's leave bank or regularly compensated work time. The decision to allow members to use leave time for suspension is at the discretion of the Chief of Police.

Reimbursement: A penalty that may be assessed in addition to performance-oriented action or discipline, if any, to compensate for the loss of or damage to city property.

Demotion: Formal discipline imposed by the Chief of Police on a sworn member for misconduct, resulting in a demotion to a lower rank, with the possibility of being demoted multiple ranks.

Termination: Formal discipline imposed by the Chief of Police against a sworn member due to misconduct, which results in termination of employment from the department. Written communication shall be made available to the member that includes the following:

1. Reason for dismissal.
2. The effective date of the dismissal.

In addition to potential remedial outcomes, additional measures may be mandated to ensure the correction of the member's conduct. These may include, but are not limited to, mandatory counseling, probation, reassignment, supplementary training, and enhanced supervision.

10.2.30 APPEAL OF DISCIPLINARY ACTION

Suspensions, reimbursements, demotions, or dismissals of sworn members arising from disciplinary action are subject to appeal as stated in Aurora Police Department Directive [DM 10.05 - Rights of Members Under Administrative Investigation](#).

10.2.31 DISCIPLINARY ACTIONS REPORTS

All command-level administrative investigations involving disciplinary action reports (written reprimands and greater) will be forwarded to the IIB after the investigation concludes and the applicable orders are issued.

A written reprimand, suspension, reimbursement, demotion, or dismissal order will be maintained within the member's APD personnel file.

Written reprimands contained in members' personnel files will automatically be removed according to the five (5) year records retention schedule.

10.2.32 RECORDS MAINTENANCE AND RETENTION

The IIB maintains records of all formal IIB investigations. These records are stored electronically and separate from other department records.

Records maintenance and purging will be accomplished in accordance with relevant Aurora Police Department Directives, Procedures, City of Aurora Policy, and the State of Colorado Municipal Records Retention Schedule governing police administrative actions.

Any complaint investigation with a disposition code of sustained will require a statement of the action taken.

All member and observer notes created in the IRP processes will be destroyed after the complaint is concluded and no longer active, as defined in section [10.2.9 - Investigative Review Process](#) of this directive.

10.2.33 MANDATED DISCLOSURE REQUIREMENTS

Certain notifications regarding sustained disciplinary findings are required by law. The Aurora Police Department IIB Commander will report all required notifications to the appropriate entity.

Brady/Rule 16 Disclosure:

Notification to appropriate district attorney's and city prosecutor's offices for any sustained finding related to the Officer's credibility or character for truthfulness or statements by the Officer indicating bias directed at a particular individual, numerous individuals, or any characteristics of individuals or groups (e.g., gender, ethnicity, nationality, race, creed, religion, and sexual orientation). Notification is also required when a sustained finding is related to an Officer's criminal acts.

Notification will typically occur after the completion of any appeals to the Civil Service Commission. Some legal requirements may require earlier notification.

The Peace Officer Credibility Disclosure Notifications Model Policy pursuant to SB 21-174 is documented through the following appendices:

[Appendix DM 10.02 – SB-174 Policy – Law Enforcement Agency’s Obligation](#)

The IIB is responsible for preparing, reviewing, and submitting official notifications to the district attorney’s office for the 17th, 18th and 23rd Judicial Districts and the Aurora Municipal Criminal Division of the City Attorney’s Office.

C.R.S. § 24-31-305(2.5) (SB 19-166):

On or after August 2, 2019, the department must notify the Colorado Department of Law – POST Board if any sworn member is sustained in an internal affairs investigation for knowingly making an untruthful statement concerning a material fact or knowingly omitting a material fact in one of the following instances:

1. On an official criminal justice record.
2. While testifying under oath.
3. During an internal affairs investigation.
4. During an administrative/disciplinary process.

This notification will be made after the department conducts an administrative internal affairs investigation and makes formal disciplinary findings, and all appeal rights have been exhausted by the member. If the Chief of Police determines by a clear and convincing evidentiary standard that the untruthful statement or omission occurred, the IIB will report the finding(s) with supporting documentation to the Colorado Department of Law – POST Board, as required by statute.

The IIB is responsible for preparing, reviewing, and submitting the official POST notification form within fifteen (15) days of any finding(s).

C.R.S. § 24-33.5-114 (4) (SB 15-218):

Requires the department to notify the district attorney’s office for the 17th, 18th, and 23rd Judicial Districts and the Aurora Municipal Criminal Division of the City Attorney’s Office no more than seven (7) days after the sustained finding that any sworn member of the agency has knowingly made a misrepresentation:

1. In any testimony or affidavit relating to the arrest or prosecution of a person or to a civil case pertaining to the peace officer or to the peace officer’s employment history.
2. During the course of any internal investigation by a law enforcement agency that is related to the peace officer’s alleged criminal conduct, official misconduct, or use of excessive force.

The IIB is responsible for preparing, reviewing, and submitting official notifications to the district attorney’s office for the 17th, 18th, and 23rd Judicial Districts and the Aurora Municipal Criminal Division of the City Attorney’s Office.

C.R.S. § 24-72-303(4)(a) (HB 20-1250):

Requires the department to grant public access to records on an entire completed IIB investigation files with necessary statutorily permitted redactions, including any appeals process, for any on-duty or in-uniform conduct of an Officer related to an incident of alleged misconduct involving a member of the public. This includes investigations initiated after April 12, 2019, regardless of the final determination.

The custodian of the records may first provide the requestor with a summary of the investigation file.

C.R.S. § 24-31-904 (HB 20-1250):

Requires the department to notify the Colorado Department of Law – POST Board whenever an Officer is convicted or pleads guilty or nolo contendere to a crime involving the unlawful use of physical force or failure to intervene in the use of unlawful physical force, when an Officer is found civilly liable for the use or threatened use of unlawful physical force, and when an internal affairs investigation finds a sustained violation of Aurora Police Department’s use of force policy related to unlawful use of force or failure to intervene.

The IIB is responsible for preparing, reviewing, and submitting the official POST notification form within fifteen (15) days of any findings.

C.R.S. §24-31-303(1)(r) - Colorado POST Rule 17 - Certification Records and Reporting Requirements

On or after November 15, 2021, the IIB must notify the Colorado Department of Law – POST Board by emailing an official POST Form to post@coag.gov within fifteen (15) days of any of the following:

1. Untruthfulness;
2. Three or more failures to follow POST Board training requirements within ten (10) consecutive years;
3. Revocation of a POST certification, including the basis of the revocation;
4. Termination for cause, unless the termination is overturned or reversed by an appellate process. A notation must be placed next to the officer’s name during the pendency of any appellate process;
5. Resignation or retirement while under investigation by the peace officer’s employing law enforcement agency, a district attorney, or the attorney general that could result in being entered into the database;
6. Resignation or retirement following an incident that leads to the opening of an investigation within six (6) months following the peace officer’s resignation or retirement that could result in being entered into the database;
7. Being the subject of a criminal investigation for a crime that could result in revocation or suspension of certification pursuant to section 24-31-305 or 24-31-904 or the filing of criminal charges for such a crime; and
8. Actions described by the applicable statutory provision identifying the basis for a credibility disclosure notification as set forth in section 16-2.5-502(2)(c)(i), C.R.S.

By the 31st of January of each year, the IIB shall verify the accuracy of the certified peace officers employed by the department listed on the POST Records Management System by submitting the Rule 17 Form to POST. By submitting the form, the IIB is certifying that the agency has confirmed all certified peace officers associated with their law enforcement agency have no disqualifying incidents that would prevent the individual from being a certified peace officer in Colorado and that each certified peace officer has a valid Colorado driver's license or Colorado ID.

The department is required to provide accurate data for the POST Records Management System. Failure to adhere to the requirements of Rule 17 may subject individual certificate holders and the department to fines or other administrative sanctions as determined in accordance with Rule 31.

IIB Submission of Official POST Required Forms:

The Aurora Police Department, -IIB, will notify the Colorado Department of Law – POST Board using the appropriate official POST notification forms listed below:

1. Form 13 Finding of Untruthfulness
2. Form 13B Finding of Unlawful Use of Physical Force OR Failure to Intervene
3. Form 13C Unlawful Use of Body-Worn or Dash Camera
4. Form 13D Criminal Investigation or Charges by Investigating Agency

The required forms are accessible through the Aurora Police Department Power DMS and the [Colorado Peace Officer Standards and Training \(POST\) website](#).

10.2.34 RESOURCE GUIDES AND FLOWCHARTS

Appendices:

1. First Line Supervisor Complaint Guide
2. Command Officer Complaint Guide

Flowcharts:

1. First-Line Supervisor Complaint Process
2. Lieutenant Complaint Process
3. Command Complaint Process
4. IIB Complaint Process