



Colorado Springs Police Department

Standard Operating Procedure

DL-1020-35 Neighborhood Justice Center

Section 1000 – Patrol Functions

Effective Date: 7/19/2021

Supersedes Date: 8/5/2013

.01 Purpose

The purpose of this directive is to outline the benefit of and steps to use the District Attorney's Neighborhood Justice Center (NJC).

.02 Cross Reference

[GO 1020 Routine Patrol Functions](#)

.03 Definitions

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.04 Procedure

The Neighborhood Justice Center offers, at no cost, mediation services to assist parties in resolving disputes. Participation is strictly voluntary.

Normally, referrals to the NJC involve disputes between parties with prior or existing contact or an ongoing relationship. Examples include disputes between neighbors, family members, and boyfriend/girlfriend disputes (other than domestic violence cases), and schoolmates. Such disputes may be of a minor criminal or civil nature.

An officer may decide to make an NJC referral based upon facts, which would not have justified the issuance of a summons and complaint; or an officer may make an NJC referral rather than accepting a signed complaint.

The NJC requires that all parties to a case must voluntarily submit to mediation, regardless of the referral source.

To resolve disputes, the hearing officer will mediate the problem. Through mediation, the hearing officer attempts to bring the parties in a dispute to a solution or compromise. The parties make the agreement themselves. The agreement may be written, but the parties must write up the agreement themselves.

If either one or both parties object to mediation, their case dispute will be referred back to the court process. The NJC cannot fine or imprison anyone because of the hearing.

Given the above limitations, an NJC referral may be made in cases involving the following kinds of criminal conduct:

- Harassment, CRS 18-9-111-M3
- Assault in the Third Degree, CRS 18-3-204-M1
- Menacing, CRS 18-3-206-M3
- Littering of Public and Private Property, CRS 18-4-511, Class 2 petty offense
- Disorderly Conduct, CRS 18-9-106, Class 1 petty offense
- Third Degree Criminal Trespass, CRS 18-4-504 Class 1 petty offense
- Criminal Mischief, CRS 18-4-501-M2 and M1
- Theft, CRS 18-4-401-M2 and M1
- Noisy Pet or Animal, City Ordinance 6-7-115
- Dangerous Animals, City Ordinance 6-7-108
- Fighting, City Ordinance 9-2-101
- Assault, City Ordinance, 9-2-109
- Damage to Property, City Ordinance 9-6-101
- Unlawful Use of Telephone, City Ordinance 9-2-105
- Noise Prohibited, City Ordinance 9-9-101

Referrals from the police can be made by the following methods:

- Referrals from police officers can be made directly to the NJC without issuance of a summons or complaint. This can be accomplished by calling the office at **(REDACTED)**.
- Forms may be sent via inter-office mail to the District Attorney's Office in an envelope clearly marked NJC.
- Phone referrals can also be accepted and must include names, addresses, and/or phone numbers of all involved parties (including names of parents and guardians of juveniles) and a brief description of problems.

The NJC staff will contact the parties and try to set up an appointment for a mediation session that would be mutually compatible to the involved parties. Mediation sessions will be scheduled as soon as possible, normally within 30 days. Priority is assigned to critical situations. In most

cases where a city complaint is taken for one of the above-mentioned offenses, the officer shall not complete a NJC direct referral form, but can attach a note to the summons stating that both parties would agree to mediate the dispute. This complaint would then be referred to the Neighborhood Justice Center.

If no complaint is taken on a city summons for a city ordinance and the parties desire mediation, then a direct referral form can be filled out. The summons or referral form must be completed referencing city ordinance violations.

In the situation involving a violation of a state statute, a direct referral form and a summons and complaint can be completed with a notation made on the NJC referral form that a summons and complaint was taken and the number of the summons. Regarding state violations, the officer does have the discretion to use the direct referral form or the summons and complaint, provided both parties agree to an NJC referral.

Officers having questions or requiring immediate assistance can contact the Neighborhood Justice Center at **(REDACTED)**, located at 105 E. Vermijo, #230, Colorado Springs, CO 80903.

Attachment

[Neighborhood Justice Center Referral](#)