



Colorado Springs Police Department General Order

610 Rights of Appeal

Section 600 – Complaints and Internal Investigations

Effective Date: 1/5/2026

Supersedes Date: 8/13/2025

.01 Purpose

The purpose of this directive is to establish appeal and review options for discipline of a written reprimand or higher, and to establish procedures to empanel a Board of Rights (BOR).

.02 Cross-Reference

[GO 600 Complaints and Internal Investigations](#)

[GO 602 Investigative Rights](#)

[GO 608 Discipline](#)

[Board of Rights \(BOR\) Manual](#)

[Civil Service Rules and Regulations](#)

.03 Discussion

Timely and appropriate disciplinary action is in the best interest of the department and the involved employee. The options provided to employees, as a result of this general order, will assist in ensuring absolute fairness and due process. The conduct of a BOR hearing is outlined in the BOR Manual. Failure to strictly adhere to procedures set forth in these policies is not a defense in any appeal process.

.04 Appeal Policy

Upon the conclusion of a personnel investigation involving a sworn member of the department, the involved employee will be notified of the final disciplinary action. If the investigation involved discipline in excess of a written reprimand, then the involved employee must choose one of the following options:

- Accept the action without appeal.

- Appeal the action within three business days to the BOR (Business days do not include weekends or legal holidays that are recognized by the city of Colorado Springs) -except for violations in accordance with Civil Service Rule § 8.7C.
- Appeal the action within three business days to a deputy chief outside of the employee's chain of command.
- Appeal the action within three business days to the Chief of Police, if discipline is 40 hours or less. Officer will be required to sign a waiver of appeal.
- Appeal the action within five business days to the Chief of Police, if discipline is over 40 hours and after signing a waiver of appeal. To assist with this selection, the employee may view the case in the Internal Affairs (IA) office, but only with approval of the Chief of Police.

These options apply to all civil service employees regarding the appeal of any suspension, demotion, pay reduction, or termination. Disciplinary action, less than and including written reprimands, may not be appealed. Probationary employees' ability to appeal discipline is limited by Rule § 7 of the Civil Service Rules.

.10 Employee Appeals of Discipline

If an allegation is sustained and the discipline involves a suspension without pay, involuntary demotion, reduction in pay, or termination, the employee may appeal the discipline.

For sworn employees, the *Disciplinary Action Appeal Options* form, located on the intranet, must be completed to indicate the sworn employee's election of an appeal hearing. This form must be completed within three business days.

Civilian employees will complete a *City of Colorado Springs Disciplinary Appeal* form only if they choose to exercise their appeal rights; this form must be completed and submitted by the civilian employee within 10 working days from the date the civilian employee was informed in writing of the disciplinary action.

An employee may not appeal a written reprimand but a review process applicable to both sworn and civilian employees is described in section .50 below.

.20 Request for Hearing

The subject officer's appeal will be conducted in accordance with Civil Service Rules and Regulations and the procedures set forth in the BOR manual.

BOR Option

Following receipt of a request to empanel a BOR, the Office of the Chief will contact the IA Lieutenant for the selection of the BOR and subsequent notification of the hearing date. The involved employee must complete a disclosure waiver, allowing the empaneled members of the BOR permission to review the personnel investigation. The investigation will only be released to the BOR panel members for their review prior to the hearing upon consent from the employee or employee representative. Prior to the actual release of any personnel investigation, the empaneled members of the BOR will be advised that personnel records are confidential, in accordance with Colorado law. Any unauthorized release of information will subject the involved member to department sanctions, as well as legal and civil ramifications.

The IA Lieutenant will set the hearing date, in accordance with Civil Service Rules and Regulations.

The BOR members will be chosen in a lottery by the IA Lieutenant. Selection will be made in the following manner:

- Two staff officers' names will be chosen by lottery - the involved employee will then choose one staff officer from the selection to serve on the board. All department staff officers are eligible for selection except for those listed below.
- Two lieutenants' names will be chosen by lottery - the involved employee will then choose one lieutenant from the selection to serve on the board. All department lieutenants are eligible for selection except for those listed below.
- Two sergeants names will be chosen by lottery - the involved employee will then choose one sergeant from the selection to serve on the board. All department sergeants are eligible for selection except for those listed below.
- Four members of the rank of the involved employee will be chosen by lottery - the involved employee will then choose two members of the same rank from the selection to serve on the board. All police officers first class are eligible for selection except for those listed below.

Any employee who is on a Performance Improvement Plan (PIP) or other employee contract or agreement (e.g., Last Chance Agreement), or who has received formal or informal discipline within the twelve months prior to the date of the subject employee's appeal request is automatically disqualified from participation as a panelist.

In the event of a potential conflict of interest, the officer having knowledge of a potential conflict will inform the commander of the Office of Professional Standards or the IA Lieutenant of the potential conflict, in accordance with section .30 Special Requests (below). The IA Lieutenant will

select additional members, by lottery, to fill the necessary position on the BOR, if he or she determines a potential conflict exists. The commander of the Office of Professional Standards, IA Section Lieutenant, members of the IA Section, and supervisors that participated in investigating or adjudicating the involved officer's personnel investigation, will not be selected to serve on that board. A representative of the IA Section will be present during the hearing to serve as a staff resource.

Review by Deputy Chief Option

Following receipt of a request for a deputy chief to review the recommended disciplinary action, the IA Section Lieutenant will contact one of the deputy chief's outside of the involved officer's chain of command to schedule a hearing date.

The hearing will be scheduled in accordance with Civil Service Rules and Regulations. A representative of the IA Section will be present, during the hearing, to serve as a staff resource.

.30 Conduct of Hearing

The BOR hearing will be conducted in accordance with the BOR Manual. The purpose of the BOR is to seek facts and determine the truth. The BOR is not a court of law and functions without the restrictions and limitations of a court of law. The BOR Manual is subject to change upon the approval of the Chief of Police. The BOR Manual is located on the CSPD website under the Policies and Procedure/Manuals tab.

.40 Special Requests

Special requests by subject officers, their representatives, or other department members empaneled for the purpose of reviewing the subject personnel investigation must be received by the IA Section lieutenant in writing, immediately upon being made aware of the need for the special request. Examples of special requests include:

- Requests to excuse a member from serving on a BOR, due to a conflict with the subject officer
- Requests for continuances
- Requests to be excused from appearing, due to a previously scheduled vacation, training, court, etc.
- Requests to be excused from appearing, due to the belief that they may not be impartial or the belief that they have already formed an opinion prior to the BOR hearing
- Any other special requests

.50 Written Reprimand Review

If an officer or civilian employee receives a written reprimand as a result of the disciplinary process, he/she may opt to have the discipline reviewed. The review is to assist the department by ensuring consistency in the discipline at the written reprimand level. The employee is not allowed an advisor for any portion of the review process.

The review will be conducted by a deputy chief outside the employee's chain of command. The process of requesting the review will be as follows:

- The involved employee submits a written request in memorandum form to their commander outlining the reason for the request
- The written request must be received by the commander of the employee's division within 10 days following the date of the reprimand.
- The commander will review the request and decide whether to modify the discipline or forward the request to the deputy chief selected for review.
- The deputy chief will review the written request, meet with the involved commander, and then meet separately with the involved employee.
- The deputy chief will render a final decision, with no further review available.
- All documentation regarding the review will be attached to the investigation and be included with any disciplinary action imposed.

.60 Disposition

After an appeal hearing, the decision-maker(s) will write a memorandum notifying the subject employee about the disposition. IA personnel will provide the notification memorandum to the employee and place a copy in the IA case file. If the hearing resulted in disciplinary action, IA will also provide a copy to CSPD Human Resources. The Human Resources Section will ensure only the final disciplinary action is shown in its records.