DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Conduct		**P&P-C-106**
Inter-Office Dispute Mediation		
Effective Date: 09-16-26 Supersedes: 07-20-22	Approval: Sheriff	Number of Pages: 1
References: 13-22-307 CRS; PAT-N-228	Reevaluation Date: Annually	Standards:

I. RELEVANT STATUTE

13-22-307 C.R.S. *Confidentiality.*

II. PURPOSE

The Sheriff's Office is dedicated to providing a comfortable and respectful work environment and actively seeks to promote teamwork and cooperation amongst all employees. However, it is inevitable that on occasion disputes amongst Office members will arise. The intended purpose of this program as it relates to inter-office disputes is to provide supervisors and Office members with a tool to effectively and amicably resolve conflicts between members.

III. INTER-OFFICE DISPUTE MEDIATION

In addition to the Citizen-to-Citizen and Citizen / Police mediation programs, the contracted mediation vendor also provides their services to Sheriff's Office supervisors who believe that the program may assist them in situations where they are seeking assistance in the resolution of inter-office conflicts. To refer members to the mediation program, the supervisor will forward a memorandum to Internal Affairs detailing the specific circumstances of the dispute. If deemed appropriate for mediation by the Internal Affairs Commander, an Administrative Review (ADM) will be generated by Internal Affairs personnel. Internal Affairs will then contact the affected employees, advise them of the mediation recommendation and, after informing them that participation is completely voluntary, ask if they wish to participate. If both members consent, Internal Affairs will make the notification to the contracted mediation vendor, who will then contact the members and make all further arrangements. In accordance with the mediation confidentiality requirements, no information concerning the outcome / results of the mediation will be provided to the Sheriff's Office by the contracted mediation vendor. Internal Affairs may notify the submitting supervisor whether or not both employees agreed to participate in the mediation program, but no further information may be provided.

By Order of the Sheriff