



COMPLAINT FORM

This Complaint form should be used for Complaints against the following City of Louisville officers, who are directly appointed by the City Council:

- City Manager
- City Attorney
- City Prosecutor
- Municipal Judge

Please read the Instructions and Information that accompanies this Form. State your Complaint below in as much detail as possible. Please print legibly and attach any documents relevant to your Complaint.

Your Name: _____

Street Address: _____

Phone Number: _____ Email: _____

Subject of Complaint:

- City Manager City Attorney City Prosecutor Municipal Judge

Date(s) of Incident: _____

Complaint (attach additional pages as necessary): _____

By signing below, I declare under penalty of perjury that the statements set forth in this Complaint are true and complete, and that the Complaint is filed in good faith and not out of malice.

Signature: _____

Date: _____

Complaint Form: Instructions and Information

This Complaint Form is to be used for any complaint regarding officers directly appointed by the City Council, which includes the City Manager, City Attorney, City Prosecutor, and Municipal Judge.

The Complaint shall state the alleged facts of the incident(s) giving rise to the Complaint, and shall contain a statement signed by you (the “Complaining Party”) declaring under penalty of perjury that the information in the Complaint is true and accurate, and that the Complaint is filed in good faith and not out of malice. Any Complaint that does not contain such a signed statement shall be returned to the Complaining Party without action. **A Complaint against a municipal judge will have no effect on rulings of the Municipal Court.**

Upon receipt, an independent, third-party factfinder (“Reviewer”) shall be engaged to determine whether the facts as alleged by the Complainant warrant an investigation. Complaints that are groundless or frivolous will be dismissed. If the Reviewer determines a Complaint should be dismissed, the City Council and the Complaining Party will be notified of such determination.

The Complaint will be kept confidential except as may be required by applicable law. The subject of the Complaint will be notified of the Complaint only if the Reviewer determines an investigation is warranted.

Before completing the investigation, the Reviewer shall provide the officer against whom the Complaint is made an opportunity to provide information concerning the Complaint. Following the investigation, the Reviewer shall report to the City Council the findings of the investigation and the Complaining Party will be informed the investigation has been completed.

Retaliation against any person who in good faith files a complaint, participates in an investigation, or is a witness in any investigation is strictly prohibited and will not be tolerated.

The Complaint and any related documentation may be submitted to the Mayor or any City Councilmember at the following address:

City of Louisville
749 Main Street
Louisville, CO, 80027

For questions about this process or for additional information, please contact the City Clerk at 303.335.4536.