



# LARIMER COUNTY SHERIFF'S OFFICE

*Justin E. Smith, Sheriff*

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*One Agency*

*One Mission*

*Public Safety*

Dear Community Member:

This Citizen Information Report packet contains all the paperwork necessary for you to initiate a commendation for or a complaint against a Larimer County Sheriff's Office employee. In order to thoroughly investigate complaints, we need all the information about the incident that you can provide us.

There are two basic methods by which you may initiate a Citizen's Information Report. You may fill out the attached report form and leave it at the front desk of the administration office or jail lobby or mail it directly to the Internal Affairs Unit. You also have the option of calling the Internal Affairs Unit to speak with an investigator at either 970-498-5188 (Patrol and Investigations) or 970-498-5435 (Jail).

If you choose to fill out the Citizen Information report, please provide all the information you can to make your written statement as detailed and complete as possible. In order to speed up an investigation into the incident, please provide the name of the employee involved and the date, time and location of the incident. Additionally, we do suggest that all Citizen Information Reports include the name and contact information of the reporting party, so that we may follow up on the report and let the citizen know the outcome of the investigation. We will accept anonymous complaints; however, oftentimes it is much more difficult to resolve a complaint without the ability to speak to the initiating party.

We appreciate citizens taking the time to let us know when one of our employees has done an excellent job, or, just as importantly, letting us know when you believe we have fallen short. That is the best way for us to rectify mistakes and continue to improve the service to our community.

Sincerely,

Justin E. Smith  
Sheriff

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Administration  
2501 Midpoint Dr.  
Fort Collins, CO 80525  
970 498-5100

County Jail  
2405 Midpoint Dr.  
Fort Collins, CO 80525  
970 498-5200

Emergency Services  
1303 N. Shields  
Fort Collins, CO 80524  
970 498-5300