

Complaint Intake Instructions

Name:	DOB:
Home Address:	Business Name:
Home Phone:	Business Address:
Cell:	Business Phone:
Email:	Email:
Witness Name:	DOB:
Witness Address:	Home Phone:
	Cell:
Date/Time of Incident:	Case #:
Location of Incident:	
Employee/Officer Name:	
Vehicle Information:	

Please take the time to read and understand each form included in the packet. It is important to be as detailed as possible so that your concerns can be addressed as quickly and as thoroughly as possible. The following forms are included:

- Intake Instructions (this form)
- Complainant - Incident Summary
- Complainant's Rights and Responsibilities

Additional forms, including Spanish translations, can be obtained at Steamboat Springs Police Department or on-line at: <http://steamboatsprings.net/145/Police-Department>.

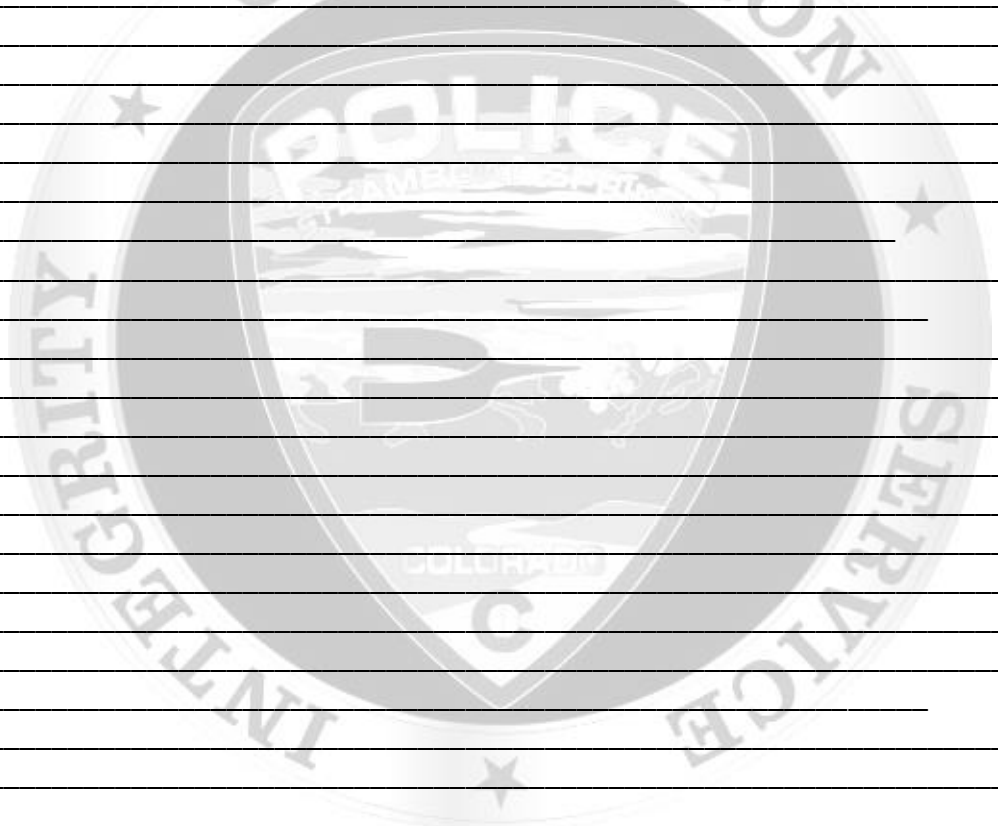
Please fill in all applicable blanks on this form and then provide a detailed description of the incident on the Complainant - Incident Summary form. The forms may then be faxed to, mailed to, or left at:

Steamboat Springs Police Department
 Attn: Operations Commander
 2027 Shield Drive
 Steamboat Springs, CO 80487
 Office: 970.879.4344 Fax: 970.871.7090
 Lobby Hours: Monday-Thursday 8:00am to 5:00 pm; Friday 8:00am to noon

Complainant – Incident Summary

Name:	DOB:
Home Address:	Business Name:
Home Phone:	Business Address:
Cell:	Business Phone:
Email:	Email:

Details of Incident (please be as specific as possible): I.A. Tracking #: _____



(Use reverse side if more spaced is needed.)

Signed: _____ Date: _____

In an Internal Affairs Investigation, a complainant has the following rights and responsibilities. Individuals wishing to comment or complain about the conduct of Agency employees will be treated with respect and professionalism.

- The right to have one representative of the complainant's choice present while being interviewed during the investigation. The representative's role shall be restricted to that of an advisor to the complainant, and not as a participant in the questioning and/or investigation.
- Complainant interviews shall be scheduled at the mutual convenience of the Agency and the complainant, and not necessarily at the convenience of the complainant's representative, if any.
- Interviews shall be conducted at a reasonable hour unless the seriousness of the investigation requires immediate action.
- The duration of the complainant's interview shall be for a reasonable period of time and shall allow for reasonable personal necessities and rest periods.
- The complainant has the right to a copy of his or her statement.
- The complainant has the right to notification of the findings of an investigation.
- The investigation will include one of the following findings:
 - **"Sustained"**: The allegation is supported by sufficient evidence establishing that the employee violated one or more Agency policy, procedure, or training.
 - **"Not sustained"**: There is insufficient evidence to prove or disprove the allegation.
 - **"Exonerated"**: The incident occurred, but the employee's behavior did not violate any Agency policy, procedure, or training.
 - **"Unfounded"**: The allegation was false or not factual.
 - **"Not involved"**: The employee was not involved in the incident.
 - **"Policy failure"**: When the investigation discloses sufficient evidence to establish that the act occurred, but the act was due to a policy failure, not misconduct
- The Chief of Police makes the final decision on findings in administrative investigations.