



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

1745 County Road 102, Guffey, CO 80820 • (719) 689-9479 • www.guffeyfire.net

CITIZEN COMPLAINT FORM

Southern Park County Fire Protection District

Policy 200-2.13 — Appendix A • Doc. No. 20260313_ADMIN_200-2.13_CitizenComplaintForm_v1.1

Please complete all applicable sections as thoroughly as possible. Attach additional pages if needed. Anonymous complaints are accepted (§ 4.3), but providing contact information helps the District investigate and respond.

Submit by: • In person at Station 1, 1745 County Road 102, Guffey, CO 80820 • U.S. Mail: Attn: District Chief, same address • Email: see www.guffeyfire.net for current admin email address. Mark envelope or subject: "Citizen Complaint — Policy 200-2.13."

Complaints should be filed within ninety (90) calendar days of the incident (§ 4.4). Written acknowledgment sent within five (5) business days of receipt (§ 6.1).

SECTION 1 — COMPLAINANT INFORMATION

Full Name <i>Print clearly</i>	
Mailing Address	
City, State, ZIP	
Phone Number	
Email Address	
Preferred Contact Method	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> No preference
Filing Anonymously?	<input type="checkbox"/> Yes — investigation may be limited (§ 4.3) <input type="checkbox"/> No

SECTION 2 — INCIDENT INFORMATION

Date of Incident	
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Approximate Time of Incident	
Location of Incident <i>Address or description of location</i>	
District Personnel Involved <i>Name, badge number, or physical description if name unknown</i>	
Apparatus / Unit Numbers <i>If known</i>	
Witness Names and Contact Information	

SECTION 3 — COMPLAINT DESCRIPTION

Description of Complaint — *Describe in detail the conduct or service delivery issue. Attach additional pages if needed.*

Desired Resolution — *Describe the outcome or resolution you are requesting, if any. Optional.*

SECTION 4 — SUPPORTING MATERIALS

Documents / Photos Attached?	<input type="checkbox"/> Yes — listed below <input type="checkbox"/> No
List of Attached Materials — <i>List each document, photograph, or other item attached to this form.</i>	



SECTION 5 — CERTIFICATION AND SIGNATURE

By signing this form, I certify that the information provided is true and accurate to the best of my knowledge. I understand that knowingly providing false, misleading, or malicious information may result in referral to law enforcement or legal authorities pursuant to Policy 200-2.13 § 11.

Complainant Signature

Date Submitted

or authorized representative — see § 4.1

FOR DISTRICT USE ONLY — Do not write in this section

Date Received:

Complaint No.:

Received By:

Assigned To:

Acknowledgment Sent:

Investigation Completed:

Finding:

Sustained Not Sustained Unfounded Exonerated

Retain completed form per District records retention policy — file under: 03_Personnel / Complaint Log per Policy 200-2.10.

This is a public document of the Southern Park County Fire Protection District. Copies available at Station 1 and at www.guffeyfire.net.