



Pagosa Fire Protection District

PERSONNEL COMPLAINT FORM

If you wish to make a complaint about the actions of any Fire Fighter, or about any aspect of the Pagosa Fire Protection District, please do the following:

- Come into the Pagosa Fire Protection District office and inform any employee that you wish to make a complaint; or
- Email this form to the Fire Chief's office (information is listed on the PFPD Website at: www.pagosafire.com); or,
- Telephone 970-731-4191 and inform the person answering the telephone that you wish to make a complaint; or,
- Complete this form and mail/fax it to the Pagosa Fire Protection District 191 North Pagosa Blvd. Pagosa Springs, CO 81147. Fax 970-731-4194.

A supervisory officer may assist you in completing a report of complaint against a District employee. This form asks you to identify yourself and to provide specific details about your complaint. We ask that you identify yourself so that we can properly investigate your complaint, however, anonymous complaints will still be reviewed and investigated as appropriate.

Your complaint will then be investigated and you may be contacted and asked additional questions about your complaint.

If the investigation into this matter requires an extended amount of time, you will be notified with an approximate date of when you may expect a reply.

Once the necessary information is obtained and the complaint has been fully investigated, the Department Head of the particular department will review the investigative reports and respond to you with the results of that investigation.



PERSONNEL COMPLAINT FORM

Date of Report: _____

Date / Time of Incident: _____

Name: _____

Address: _____

Telephone: _____

Department of Complaint: Fire

I wish to report the following incident, which occurred on:

Signature of Complainant: _____
(Additional pages may be used if required)

Witness Statement Form

Witness Information

Name (Last, First, MI)		Date	
Phone		Cell #	Home
Email			

Description of Incident

Date / Time of Incident		Location of Incident	
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Please write a detailed description of the events relating to this Incident. If you have already written a statement, please check here

I certify that the information I have provided in this statement is my honest recollection of events.

Signature		Date	
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* additional documents may be attached