



FORT COLLINS POLICE SERVICES COMPLAINT INTAKE INSTRUCTIONS

Name:		DOB:
Home Address:		Phone:
Mailing Address (if different):		
Business Address:		Phone:
Date Incident Reported:	Time Incident Reported:	
Case # (if known):	Location of Incident:	
Name of Employee/Officer (if known):		
License Plate/Car # (if known):		

NAME OF WITNESS OR OTHER INVOLVED PARTIES (if any):	
HOME ADDRESS:	Phone:
BUSINESS ADDRESS:	Phone:

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)
- ❖ Incident Summary
- ❖ Complaint Process Information
- ❖ Complainant's rights and responsibilities
- ❖ Self-addressed, stamped envelope

Additional forms, including Spanish translations, can be obtained at Fort Collins Police Services, the Fort Collins Library, the Aztlan Center, the City Manager's Office, or on-line at <http://www.fcgov.com/police/employee-conduct.php>.

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

Fort Collins Police Services
Attn: Internal Affairs
2221 S. Timberline Road
P.O. Box 580
Fort Collins, Colorado 80522-0580
(970) 221-6831 [Ofc]
(970) 224-6088 [Fax]