

# Hotchkiss Police Department Complaint Intake Form

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

Witness Name:	DOB:
Witness Address:	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)
- Incident summary
- Complainant's rights and responsibilities

Additional forms, including Spanish translations, can be obtained at Hotchkiss Police Department.

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 to, mailed, emailed or left at;

Hotchkiss Police Department  
 Attn: Chief Scott Green  
 276 W. Main St.  
 P.O. Box 369  
 Hotchkiss, CO 81419  
 Ofc: (970) 872-5456  
 Fax: (970) 872-4238  
 Email: [chief@townofhotchkiss.com](mailto:chief@townofhotchkiss.com)





## Hotchkiss Police Department

### Complaining party rights and responsibilities in an administrative investigation

In an Administrative 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 a Level One or Level Two 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.
- The Chief of Police makes the final decision on findings in administrative investigations.