

# SEVERANCE POLICE DEPARTMENT

3 South Timber Ridge PKWY  
 P.O. Box 339  
 Severance, CO 80548  
 970-685-9708

## COMPLIMENT / COMPLAINT FORM

**Instructions:** If you would like to compliment the Severance Police Department or one of its employees, or file a complaint regarding the Severance Police Department or one of its employees, please complete this form and submit it to the Severance Police Department or the Town of Severance by mail or in person to the address above. You may also complete the form online at the Town of Severance website. Personal information on this form will not be released to the public unless required by law. If you have questions or would like assistance completing this form, please contact a supervisor with the Severance Police Department at the above address or telephone number.

I would like to compliment: Department \_\_\_\_\_ Employee \_\_\_\_\_

I would like to submit a complaint: Department \_\_\_\_\_ Employee \_\_\_\_\_

### Information about you

Do you wish to remain anonymous?		YES	NO		
Last Name		First Name		M.I.	Date of Birth
Address and APT#			City		State Zip
Cell Phone	Home/ Work Phone		Email		Race Gender

### If you are completing this form for someone else, please provide the following

Do they wish to remain anonymous?		YES	NO		
Last Name		First Name		M.I.	Date of Birth
Address and APT#			City		State Zip
Cell Phone	Home/ Work Phone		Email		Race Gender

### Information about the incident

Location or Address of Incident		Date of Incident		Time of Incident	
Witness Last Name		Witness First Name		Age	Gender
Witness's Address		City		State	Phone

### Information about the Severance Police Department / Employee(s)

Name or Badge Number of the Department Employee	Name or Badge Number of the Department Employee
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### Nature of Action: Check all that apply and briefly explain what happened of the following page.

Extremely helpful	Excessive / improper use of force	Rudeness / discourtesy
Very caring / empathetic	False arrest	Violation of civil rights
Professional conduct	Unlawful search and seizure	Bias-based profiling
Did a great job	Dishonesty / Untruthfulness	Department procedures / tactics
Made an extra effort	Corruption	Other

Employee Receiving complaint (Print):					Date	
Employee Receiving complaint (Signature):					Time	
How Received:	In Person	Phone	Email	Mail	Fax	Anonymously

