**PERSONNEL COMPLAINT FORM**

**This form is for complaints regarding Rancho Santa Fe Fire Protection District personnel only.**

**All Fire service needs should be reported to 911 in case of emergency,**

**or 858-756-4372 for non-emergency needs.**

This district takes seriously all complaints regarding service provided by the district and the conduct of its members. The district will accept and address all complaints of member misconduct in accordance with district policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements. It is the policy of this district to ensure that the community can report misconduct without concern for reprisal or retaliation.

The district recognizes the need for the filing of legitimate complaints against personnel as a means by which they can be held accountable to the public; however, the Department will also seek to hold members of the public responsible for the filing of false allegations. It is against the law to make a complaint that you know to be false.

Any person filing a complaint affirms that the information provided is true and complete to the best of their knowledge and belief. The complainant understands that any false, misleading, or untrue statement, accusations, or allegations made, either orally or in writing, to any person investigating the incident may be subject to civil and/or criminal prosecution. The complainant realizes that it may become necessary in the investigation of this incident to meet with a member of the district to discuss the issue and agrees to make themselves available for any administrative hearing or court proceedings that may result from the investigation of this incident and make themselves available to present testimony at such hearing if requested to do so.

1. Complainant’s Name\*
2. Date of Birth
3. Phone Number\*
4. Email Address
5. Complainant’s Street Address\*
6. City\*
7. Zip Code\*
8. Location of Incident\*
9. City\*
10. Date and Time of Incident\*
11. Name(s) of Rancho Santa Fe Fire Personnel
12. Case / Incident Number
13. Narrative of Complaint\*

* I affirm the information provided is accurate to the best of my knowledge and agree to the statements listed above.

1. Signature (please type full name)\*