



South Davis Fire Department Complaint Record Form

Submitting a Complaint

The South Davis Fire Department considers all complaints important. Complaints are documented on the "Complaint Record Form" and may be forwarded to the department administration for review and follow-up action. All complaints are handled in an impartial manner in compliance with federal, state, local laws and departmental policy.

The Reporting Party information provides an opportunity for the department to follow-up to verify information or ask additional questions should the original submission lack enough specifics. Once you have completed the form, please print and either email or mail it to:

South Davis Metro Fire
C/O Greg Stewart, Deputy Chief
P.O. Box 1547
Bountiful, UT 84011
email:gstewart@sdmetrofire.gov

Please complete as much information as you can.

Reporting Party Information:

Last Name

First Name

Address

City

State

Zip

Email Address

Phone Number

Preferred Time to Call

Alleged Misconduct:

- | | | |
|---|---|--|
| <input type="checkbox"/> Disrespectful/Rude | <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Aggressive/Unsafe Driving |
| <input type="checkbox"/> Threatening/Intimidation | <input type="checkbox"/> Offensive/Vulgar | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Harassment/Bullying | <input type="checkbox"/> Level of Service | |

Complaint Type (for official use):

- Informal - A matter in which the member's Battalion Chief is satisfied that appropriate action has been taken by a supervisor.
- Formal - A matter in which a supervisor determines that future action and investigation is warranted.
- Incomplete - A matter in which the complaining party either refused to cooperate or becomes unavailable for follow-up in the investigation (Anonymous complaints fall into this category w/o witnesses).

Incident Information:

Date*

Time*

Location of Incident*

Incident/Event Type*

Medical Report Number (If applicable)

Officer or Employee Information

Last Name

First Name

Alleged Misconduct:

The South Davis Fire Department thanks you for your interest and for taking the time to complete this form.

*** Indicates mandatory field**