

**El Paso County Sheriff's Office**  
Complaint Receipt Form

<b>In person:</b> <input type="checkbox"/>	<b>Telephone:</b> <input type="checkbox"/>	<b>Other:</b> <input type="checkbox"/>	<b>Date:</b>	<b>Complaint #:</b>
<b>Complainant / RP's Name:</b>			<b>Sex:</b>	<b>Race:</b>
<b>Address:</b>			<b>DOB:</b>	
<b>Email Address:</b>			<b>Age:</b>	
<b>Involved Employee(s):</b>			<b>Telephone:</b>	
<b>Employee Taking Complaint:</b>			<b>Date/Time of Incident:</b>	

**Details of Allegation(s) or Statement of Complainant or RP:**

*I hereby state that the information provided by me in this complaint is true and correct. I understand that if an investigation reveals that I have knowingly provided false or misleading information, I may be subject to criminal charges under 18-8-111 punishable by up to 120 days in the El Paso County Jail and/or a \$750 fine.*

**Signature of Complainant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\* For Internal Use Only \*\***

<b>Status of Information:</b>	
<input type="checkbox"/> The information provided does not constitute a violation of Office Policy. No further investigation needed.	
<input type="checkbox"/> This complaint will be examined and/or investigated by the employee's chain of command.	
<input type="checkbox"/> A formal Internal Affairs investigation will be initiated based on the information received.	
Employee was notified by:	Notification Date:

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**Complaint Review and Disposition Details:**

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**Disposition of Allegation Section**

<b>Involved Employee:</b>
Allegation # 1
Allegation # 2
Allegation # 3
Allegation # 4
Allegation # 5

<b>Sergeant / Supervisor</b>					
<b>Recommended Disposition</b>	#1	#2	#3	#4	#5
<b>Name:</b>			<b>Date:</b>		
<b>Recommended Action / Comments:</b>					

<b>Lieutenant / Manager / Other:</b>					
<b>Name:</b>			<b>Date:</b>		
<input type="checkbox"/> I CONCUR with the disposition and recommend the action above.					
<input type="checkbox"/> I DO NOT CONCUR, and recommend the following changes					
#1	#2	#3	#4	#5	
<b>Recommended Action / Comments:</b>					

<b>Commander / Director / Other:</b>					
<b>Name:</b>			<b>Date:</b>		
<input type="checkbox"/> I CONCUR with the disposition and recommend the action above.					
<input type="checkbox"/> I DO NOT CONCUR, and recommend the following changes					
#1	#2	#3	#4	#5	
<b>Action Taken / Comments:</b>					

<b>Bureau Chief / Other:</b>					
<b>Name:</b>			<b>Date:</b>		
<input type="checkbox"/> I CONCUR with the disposition and recommend the action above.					
<input type="checkbox"/> I DO NOT CONCUR, and recommend the following changes					
#1	#2	#3	#4	#5	
<b>Action Taken / Comments:</b>					

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<b>Undersheriff</b>					
Name:			Date:		
<input type="checkbox"/> I CONCUR with the disposition and recommend the action above.					
<input type="checkbox"/> I DO NOT CONCUR, and recommend the following changes			#1	#2	#3
Action Taken / Comments:					

<b>Sheriff</b>					
Name:			Date:		
<input type="checkbox"/> I CONCUR with the disposition and recommend the action above.					
<input type="checkbox"/> I DO NOT CONCUR, and recommend the following changes			#1	#2	#3
Action Taken / Comments:					

Make a disposition finding on each allegation. If necessary, attach an Intra Office Memorandum summarizing pertinent facts of present incident; detail any policy violations noted; provide synopsis of previous or similar violations and provide administrative insight for disposition and recommended action (if any).

General complaints do not normally require the Sheriff and/or Undersheriff to complete their respective sections. Your chain of command will notify you when those sections need to be completed.

**Definitions**

**Exonerated:** The investigation indicates that the alleged actions of the subject employee did occur and were within the policies, procedures, rules, regulations, and directives of the Office.

**Unfounded:** The investigation indicates that the subject employee alleged actions relating to the Office policy, procedures, rules, regulations, or directives in question did not occur.

**Not Sustained:** If, by preponderance, the evidence fails to establish the subject employee has committed the violation in question, or if the evidence is so balanced that preponderance cannot be determined, the allegation must not be sustained. The evidence was insufficient to either prove or disprove the allegation, and there were no disinterested witnesses

**Sustained:** If, by preponderance, the evidence establishes that the subject employee's actions were found to have been in violation of the Office policy, procedure, rule, regulation, or directive in question.

**Sustained No Penalty:** If, by preponderance, the evidence establishes that the subject employee's actions were found to have been in violation of the Office policy, procedure, rule, regulation, or directive in question and the action taken will be corrective in nature not disciplinary.

**Within Policy:** The acts described in the complaint comply with EPSO policy and procedure.