

**CEDAR CITY POLICE DEPARTMENT
Citizen Complaint and Inquiry Form**

I.A. Case # _____ Law Incident Case # _____
 Supervisor Receiving Complaint: _____ Date: _____
 Time: _____ By: Letter Phone In Person Anonymous Other _____
 Complainant: _____ DOB _____ Sex _____
 Address _____ City: _____
 State/Zip: _____ Phone: (day time) _____ (Evening) _____
 Nature of Complaint: _____
 Employee(s) Involved: _____

Details of the incident (to include date, time, names of people involved and all pertinent facts):

(Additional information should be placed on reverse side or additional sheet)

I, _____, do hereby declare that the allegation(s) made by me above in this citizen's complaint are, to the best of my knowledge and belief, true and based upon fact. I understand that a person is guilty of a class B misdemeanor if he/she: Knowingly makes a written false statement (UCA 76-8-504 or knowingly gives false information to any law enforcement officer (UCA 76-8-506). If you elect not to sign, this fact shall be documented and the investigation into the allegations will still proceed.

Signature of Complainant

Signature of Supervisor Receiving Complaint

Is this complaint resolved as an informal request for investigation by complainant? Yes No
 If yes, has supervisor counseled with involved employee and provided a copy of complaint? Yes No
 Does the complainant request further contact, following any investigation of the complaint? Yes No

DISPOSITION:

- Unfounded:* Allegation is false or not factual or the employee was not involved.
- Not Sustained:* Insufficient evidence to either prove or disprove allegations.
- Exonerated:* Incident occurred but employee's actions were lawful and reasonable.
- Sustained:* Evidence sufficient to prove the allegation(s).

Employee notified? Yes No

Complainant notified? Yes No

Investigated by: _____

Date case completed: _____

Action taken: _____

Reviewed by: _____ Reviewed by: _____

The Operations Lieutenant (OPS) will manage citizen complaints and inquiry form files. This form, closed as informal or referred for formal investigation, shall be forwarded to the Operations Lieutenant (OPS) for processing.