



Round Valley Police Department

Citizen Complaint / Administrative Complaint Intake Form

Case / Tracking Number: _____

Date Complaint Received: ____ / ____ / ____

Time Received: _____

Method Received:

- In Person
 - Phone
 - Email
 - Mail
 - Online Submission
 - Other: _____
-

1. Complainant Information

Name: _____

Date of Birth: ____ / ____ / ____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Preferred Method of Contact:

- Phone
- Email
- Mail

Relationship to Incident:

- Victim
 - Witness
 - Involved Party
 - Third Party
 - Anonymous
-

2. Incident Information

Date of Incident: ____ / ____ / ____

Time of Incident: _____

Location of Incident:

Type of Complaint:

Officer Conduct

Excessive Force

Discourtesy

Improper Procedure

Neglect of Duty

Bias / Discrimination

Criminal Allegation

Other: _____

3. Officer / Employee Information (If Known)

Officer/Employee Name: _____

Badge / ID Number: _____

Agency Unit / Division: _____

Additional Personnel Involved:

4. Complaint Description

Please describe the incident in detail. Include what occurred, where it occurred, and the actions of the officer(s) or employee(s) involved.

Attach additional pages if necessary.

5. Witness Information

Witness Name: _____

Phone: _____

Address: _____

Additional Witnesses:

Name: _____ Phone: _____

Name: _____ Phone: _____

6. Evidence / Documentation Provided

- Photos
- Video
- Audio Recording
- Medical Records
- Documents
- Other: _____

Description of evidence:

7. Complainant Acknowledgment

I certify that the information I have provided is true and accurate to the best of my knowledge.

I understand that providing false information may result in criminal or civil penalties.

Complainant Signature: _____

Date: ____ / ____ / ____

8. Department Use Only

Complaint Received By: _____

Badge / ID Number: _____

Initial Complaint Classification:

- Administrative Investigation
- Supervisory Inquiry
- Criminal Investigation
- Information Only

Assigned Investigator: _____

Date Assigned: ____ / ____ / ____

Case Status:

- Open
- Pending
- Closed