



SAN RAMON VALLEY FIRE PROTECTION DISTRICT

COMPLAINT RECORD FORM

Submitting a Complaint

The San Ramon Valley Fire Protection District considers all complaints important. Complaints are documented on the "Complaint Record Form" and forwarded to the Human Resources Division for review and follow-up action. All complaints are handled in an impartial manner in compliance with federal, state and local laws and departmental policy.

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

San Ramon Valley Fire Protection District
Human Resources Division
2401 Crow Canyon Rd., Suite A
San Ramon, CA 94583
E-Fax: (925) 406-0843

Please complete as much information as you can.

Reporting Party Information

Citizen

SRVFPD Employee

Last Name: _____ First Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Email Address: _____

Phone Number: _____

Incident Information

Date: _____ Time: _____

Location of Incident: _____

(Continued on next page)

Statement of the Complaint

Employee Information – who the complaint is on

Last Name: _____ First Name: _____ Badge#: _____

Medical Report Number (if applicable): _____

Witnesses (if applicable)

Witness 1: _____

Address: _____

Phone: _____

Email: _____

Witness 2: _____

Address: _____

Phone: _____

Email: _____

Witness 3: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

Date: _____