



**Fort Collins Police Services  
Complaint Intake Instructions**

Name:	DOB:
Home Address:	Home: Cell: Email:
Business Address:	Phone: Email:
Witness Name:	DOB:
Witness Address:	Home: Cell:
Date/Time of Incident:	Case #:
Location of Incident:	
Employee/Officer Name:	
Vehicle Information:	

Please take the time to read and understand each form included in the packet. It is important to be as detailed as possible so that your concerns can be addressed as quickly and as thoroughly as possible. The following forms are included:

- Intake Instructions (this form)
- Incident Summary
- Complaint Process Information
- Complainant's Rights and Responsibilities
- Self-addressed, stamped envelope

Additional forms, including Spanish translations, can be obtained at Fort Collins Police Services, the downtown Fort Collins Library, the Northside Aztlan Center, the City Manager's Office, or on-line at <http://www.fcgov.com/police/employee-conduct.php>.

Please fill in all applicable blanks on this form and then provide a detailed description of the incident on the Incident Summary form. The forms may then be faxed to, mailed, or left at;

Fort Collins Police Services  
 Attn: Internal Affairs  
 2221 S. Timberline Road  
 P.O. Box 580  
 Fort Collins, CO 80522-0580  
 Office: (970) 221-6831; Fax: (970) 224-6088  
 Email: [internalaffairs@fcgov.com](mailto:internalaffairs@fcgov.com)