

KAUA'I COUNTY FIRE COMMISSION
***Guidelines for Filing a Complaint**

1. All complaints against the conduct of an Officer(s), Employee(s) or department shall be in writing and on a form prescribed by the Fire Commission.
2. All complaints must be notarized.
3. All complaints must be filed within thirty (30) calendar days from occurrence. Charges filed thirty (30) calendar days after occurrence shall not be investigated unless the Fire Commission finds good cause for an extension of time. In any event, the Fire Commission CANNOT consider any complaints filed more than 180 calendar days from occurrence.
4. If the complaint is not on proper form or if complainant fails to have complaint notarized, such complaint shall be considered incomplete and will be returned to the complainant. It is the responsibility of the complainant to timely file a complete complaint. The Commission shall not consider improperly submitted complaints.
5. The complaint may be hand delivered or sent to:

Commission Secretary
County of Kaua'i Fire Commission
c/o Office of Boards and Commissions
4444 Rice Street, Suite 150
Līhu'e, Hawai'i 96766

The Commission's secretary shall note the date the complaint is received by the department on the first page of the complaint. The complaint shall be considered filed when all requirements noted above have been met.

6. All complaints are considered CONFIDENTIAL and will be discussed at the next available regular Fire Commission meeting in executive session. The secretary of the Commission will provide a case number assigned to the complaint to the complainant.
7. The Chair of the Kaua'i Fire Commission shall provide written acknowledgement and status of the complaint to the complainant once the Commission has taken action on the complaint. Complainant should direct all written communication to the Commission's secretary or direct any oral discussion about the case to the Commission at an official meeting of the Kaua'i Fire Commission. The complainant should not contact individual commissioners outside of the official Commission meeting.
8. FOR FURTHER DETAIL, THE COMPLAINANT SHOULD CONSULT WITH THE COMPLETE FIRE COMMISSION RULES. THESE GUIDELINES ARE TO BE USED ONLY AS A GUIDELINE FOR THE COMPLAINANT.

Print Legibly

Complaint No. _____

Rec'd. by: _____

Date: _____

Time: _____

CONFIDENTIAL

**KAUA'I FIRE COMMISSION
Formal Complaint**

Complainant's Name: _____

Residence address: _____

Mailing address: _____

Bus. Phone: _____ Resident phone: _____ Cell Phone: _____

The above-named applicant makes the following complaint against:

_____, of the Kaua'i Fire Department.
Name of Officer(s) or Employee(s)

The charge is based on the following factual information or observations:

COMPLAINT: _____

DATE OF OCCURRENCE: _____ TIME OF OCCURRENCE: _____

PLACE OF OCCURRENCE: _____

EMPLOYEE WAS: On-Duty In Uniform Off-Duty

LIST ANY FIRE OFFICER(S)/EMPLOYEES PRESENT: _____

WITNESSES: Please list names, if any, and attach their statement.
