

## **Staff Protection**

Incident report of a knowingly false child abuse allegation, an assault upon, disorderly conduct toward, harassment of, or any alleged offense under the Colorado Criminal Code directed toward a school employee, or instances of damage occurring on the premises to district property, or to the personal property of a school employee by a student.

## **Employee Complaint**

Completed by Employee

Student's name \_\_\_\_\_

School \_\_\_\_\_

Description of incident (including date of incident, time, location, witnesses and personal or property damages):

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\_\_\_\_\_  
Employee's Signature/Date

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## **Administrative Action**

Completed by Supervisor

Date of receipt of complaint \_\_\_\_\_

Date of birth of student \_\_\_\_\_ Grade Level \_\_\_\_\_ Special Education \_\_\_\_\_

Date copy of complaint sent to juvenile division, Pueblo Police\* \_\_\_\_\_

Date copy of complaint, findings and decision provided to:

Employee \_\_\_\_\_

Department of Pupil Personnel \_\_\_\_\_

Director/Principal Signature &amp; Date

\*The Pueblo Police Department has indicated that an employee must make an official complaint to the police department before a complaint will be investigated. The copy of the complaint sent by the District will not initiate an investigation by the police department.

## Findings

Decision \_\_\_\_\_

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White copy: School  
Yellow copy: Department of Pupil Personnel  
Pink copy: Teacher/employee  
Gold copy: Appropriate law enforcement agency

Revised 11/13/90  
Revised 9/27/91