

For more information about the Civilian Review Board, public meeting times, forms and members, visit: [www.sslc.gov](http://www.sslc.gov).

South Salt Lake City Hall  
220 Morris Ave, Suite 200  
South Salt Lake, UT 84115  
[www.sslc.gov](http://www.sslc.gov)

Mayor's Office: 801-464-6757  
Recorder's Office: 801-483-6027

### Civilian Report Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Pronoun: \_\_\_\_\_

### Incident Description

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

SSLPD Employees involved:  
\_\_\_\_\_

Details including witnesses: (Additional page can be attached to this form.)

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I understand that this is an official police report. I affirm that my report is accurate to the best of my recollection and ability.

Signature and Date:  
\_\_\_\_\_

### Questions or Inquiries?



**SOUTH SALT LAKE  
POLICE DEPARTMENT**  
2835 South Main Street  
South Salt Lake, UT 84115  
801-412-3606

# SOUTH SALT LAKE POLICE DEPARTMENT

## *Civilian Input, Complaints and Inquiries*



**SOUTH SALT LAKE  
POLICE  
DEPARTMENT**

The South Salt Lake Police Department is dedicated to providing quality, professional, policing services in fulfilling our mission of protecting and serving our community.

Building and sustaining ongoing dialogue and transparency with civilians is crucial to the success of our Public Safety department.

## Commending Exceptional Service

Your recognition of exceptional service is always appreciated. Please fill out this form or send a written letter describing the incident and the actions you think were noteworthy. Include the date, time and location, names, or any useful information. You can also speak with a supervisor if preferred. Supervisors can be contacted at the SSLPD, 2835 S Main Street, 801-840-4000.

## Filing an Inquiry or Complaint

Every year, SSLPD employees are confronted with a variety of situations, some of which may be occasions where civilians feel they did not receive the service expected or were not treated respectfully or professionally. Inquiries or complaints can be made in person, via telephone, or by filling out this Civilian Report Form. The on-duty shift supervisor should be contacted for complaints against personnel. Please include the date, time, and location of the event; the names of the SSLPD employees involved (if known); and the name, address, and telephone number of any possible witnesses.

If you choose to make a complaint in person or via telephone, you may be asked to complete a detailed written statement.

Complaints can be made anonymously and will be investigated accordingly, however, anonymous complaints are generally more difficult to investigate than those complaints made by a known person.

## Truth in Reporting

In our aim for transparency and to best serve our community, civilians are encouraged to report their concerns regarding the conduct of the South Salt Lake Police Department. As a formal inquiry, your statement should be factual and based upon your honest account as a witness.

## Types of Complaints

**Category II:** A complaint that deals with an employee's attitude or demeanor. In addition, failure to respond to a call for service or failure to make a report may be included in this category.

**Category I:** A complaint of a serious nature that may involve the use of force, criminal conduct, false arrest, or any other serious matter.

## Investigative Process

Once your inquiry or complaint is received, it will be assigned to the appropriate supervisor.

Category II complaints are investigated by the employee's immediate supervisor. Category I complaints will be investigated by the Internal Affairs Unit.

## Findings

All inquiries and complaints will be investigated thoroughly. The findings about the SSLPD resolution will be sent to the issuer of the complaint. If dissatisfied with the resolution, the issuer may request for the Civilian Review Board (CRB) to review the case and determined resolution. Per request, an additional written report can be made to a SSLPD officer on their behalf, and in their presence. Once completed, a written copy will be given to the issuer.

## Notice

This form is an official police report. To intentionally make false or misleading statements, written or verbal may be considered a criminal offense under Utah Law U.C.A. 76-8-504 (Giving False Information).

## SSL Civilian Review Board

Complaints can also be made directly to the SSL Civilian Review Board (CRB) either by comment at an open portion of a CRB meeting, filing a form, or contacting the City Recorder or Mayor's office. After their review, the CRB will make a reasonable effort to inform the complainant of their recommendations.