



## Staff Protection Form

Staff Protection forms should be completed if there is an 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 complaint was filed with the Police Dept\* \_\_\_\_\_ Case No. Assigned \_\_\_\_\_

Date copy of complaint, findings and decision provided to:

Employee \_\_\_\_\_

Department of Human Resources \_\_\_\_\_



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Distribution:

- Employee
- Principal
- Office of Truancy, Academic and Family Support
- Office of School Culture Wellness and Safety