



Delaware State Fire Commission

16 Del. C. 66 § 6604 (1) Complaints and Grievances for Fire Investigations

Fire Department Information

Fire Company:

Date of Incident:

Name of Person Completing Report:

Incident Details

Did the Firefighter report within 10 days any arrests in state or out of state to the fire chief or fire company president? ☐ Yes | ☐ No

Fire companies receiving complaints regarding a fire company or concerning claims of official misconduct by firefighters must give notice to the Commission within 10 days. ☐ Yes | ☐ No

Did the fire company follow the company's By-Laws, policies, and procedures when conducting and disciplinary firefighter involved? ☐ Yes | ☐ No

Official misconduct, as it pertains to firefighters, includes:

Was gross negligence in the line of duty or a demonstrated pattern of negligence?
☐ Yes | ☐ No

Was the firefighter involved in dishonorable, unethical, or other conduct likely to deceive, defraud, or harm the public? ☐ Yes | ☐ No

Was the firefighter convicted of an offense specified in 16 **Del.C.** §6712(b)?
☐ Yes | ☐ No

Was the firefighter involved in any use, distribution, or issuance of a dangerous or narcotic drug, other than for therapeutic or diagnostic purposes? ☐ Yes | ☐ No

Was the firefighter involved in any abuse, misuse, or diversion of illicit or illegal drugs, controlled substances, prescription drugs, or alcohol? ☐ Yes | ☐ No

Did the firefighter fail, or not comply with, drug testing? ☐ Yes | ☐ No

Is the firefighter continuing to perform as a firefighter after being determined not fit for duty after an evaluation by a licensed medical professional? ☐ Yes | ☐ No

Official misconduct, as it pertains to fire companies, includes:

Was gross negligence in the line of duty or a demonstrated pattern of negligence?
☐ Yes | ☐ No

Did the fire company demonstrate a pattern of failing to adequately supervise firefighters and others working for the fire company? ☐ Yes | ☐ No

Did the fire company disseminate without authorization any protected health care information concerning the fire companies' patients, including but not limited to, information contained in Patient Care Reports? ☐ Yes | ☐ No

Was the fire company involved in any dishonorable, unethical, or other conduct likely to deceive, defraud, or harm the public? ☐ Yes | ☐ No

Detailed Narrative

Please include a detailed narrative of the incident. A “detailed narrative” means a complete description of the facts, steps taken to further an investigation, evidence collected, conclusions reached, the names of firefighters involved for whom was investigated, any discipline assigned in connection with the event, and the employment or membership status of disciplined firefighter (s). 11 *Del. C.* § 6604 709: 2.14.3

The fire companies shall have 30 days to internally investigate and resolve the complaint. The Commission or its investigators may grant reasonable requests for additional time to complete their investigation. At the conclusion of an internal investigation, the fire company shall forward a copy of its entire investigatory file and record of, and conclusion reached, or disciplinary action taken to the Commission. The Commission shall retain such records in accordance with applicable record retention guidelines and procedures.

I. Complete Description of the Facts:

II. Investigatory Steps:

III. Evidence Collected:

IV. Conclusions Reached:

V. The names of firefighter (s) involved:

VI. Any Discipline Assigned in Connection with the Incident:

VII. The Employment or Membership Status of Disciplined Firefighter (s):