**SOUTH DAKOTA DEPARTMENT OF PUBLIC SAFETY, VICTIMS’ SERVICES PROGRAM
Written Statement of Concern/Complaint with Grant Programs**

**COVER PAGE**

|  |  |
| --- | --- |
| Name: |  |
| Phone #: |  |
| Program of concern: | [ ]  DPS [ ]  Grant or Subgrantee Program  |
| Name of Grant or Subgrantee Program: |
| Relationship to Program: | [ ]  Employee [ ]  Client [ ]  Other Public Service |
| Name of Other Public Service Relationship:  |
| Program Address: |  |

Would you like a response to this statement?

[ ]  Yes [ ]  No

If yes, how would you prefer to be contacted?

[ ]  Email [ ]  Phone [ ]  U.S. Postal Service/Mail

If you would like to be contacted, please provide us with the appropriate contact information below:

|  |  |
| --- | --- |
| Email: |  |
| Phone #: |  |
| Mailing Address: |  |

Please check one of the following:

[ ]  I prefer to be contacted by the South Dakota Department of Public Safety, Victims’ Services Program, and ***do not*** wish to be contacted by the program in question. Please note, if this option is selected, this cover page will not be forwarded to the program in question.

[ ]  I am open to contact from ***either*** the South Dakota Department of Public safety, Victims’ Services Program or the program in question. Please note, if this option is selected, this cover page will not be forwarded to the program in question.

Does this statement contain concern/complaint of alleged discrimination?

[ ]  Yes [ ]  No

 If yes, what type of discrimination is alleged?

[ ]  Age [ ]  Color [ ]  Disability
[ ]  Gender Identity [ ]  National Origin [ ]  Race
[ ]  Religion [ ]  Sex [ ]  Sexual Orientation

 If yes, what is the basis for that discrimination?

|  |
| --- |
|  |

***Statement of Concern:****(This information will be forwarded to the program in question)*

|  |  |
| --- | --- |
| Client Name: |  |
| Program Name: |  |
| Program Phone #: |  |
| City Program is Located: |  |
| Name(s) of individual(s) involved in the concern: |  |
| Date(s) & Time(s): |  |
| **Please describe the concern/complaint below. If more space is needed to describe the incident, please attach additional sheets.** |
|  |

|  |  |
| --- | --- |
| Who has already been contacted regarding the concern(s) described above? |  |
| Result of that contact: |  |

**I hereby authorize the South Dakota Department of Public Safety to share this form and any other documentation related to my concern with the program in question.**

*Print Name*

*Signature Date*

**I hereby authorize the program in question to share any and all information related to my concern (including information regarding my personal situation and interactions with/services received from the program) with the South Dakota Department of Public Safety.**

*Print Name*

*Signature Date*

Other than sharing this information with the program in question, this form and other documentation that has been provided relating to the concern shall be kept confidential at the discretion of the South Dakota Department of Public Safety, Victims’ Services Program Director.

**Please return completed form and supporting documents to:**

**Victims’ Services Program Director
South Dakota Department of Public Safety
118 W. Capitol Avenue
Pierre, SD 57501
or email:** **VictimsServices@state.sd.us**