



Report of Complaint Against Law Enforcement Personnel

HOW TO MAKE A COMPLAINT

1. If you wish to make a complaint about the actions of an employee or about any aspect of our law enforcement operation, please;
 - a. Come to the department and tell any employee that you want to make a complaint; or
 - b. Call the department or the Town Selectmen's office and tell the person answering the phone that you want to make a complaint; or
 - c. Write your complaint and mail it to the Chief of Police.
 - d. Write your suggested resolutions.
2. A supervisory employee will assist you in filling out a report of complaint against law enforcement personnel form. This form asks you to identify yourself then give specific details about your complaint.
3. Your complaint will then be investigated. You may be contacted and asked additional questions about your complaint.
4. If the investigation of your complaint is going to take a long time, you will receive a letter telling you approximately when you may expect a reply.
5. When your complaint has been investigated, the Chief will review the investigation and will write you a letter explaining what has been found out about the matter.



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"CONFIDENTIAL"

Name of Complainant: _____

Address: _____ Phone Number: _____

Date and Time of Incident: _____

Location of Incident: _____

Name(s) of Employees against whom the complaint is being filed (or identifying marks – Car Number, Badge Number etc.)

Name: _____ Rank: _____ Vehicle: _____

Name: _____ Rank: _____ Vehicle: _____

Name(s), Address(s), Telephone Number(s) or other identifying information concerning witness(s):

Statement of Allegation: _____



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What do you think is an appropriate resolution? _____



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I understand that this statement of complaint will be submitted to this Law Enforcement Agency and may be the basis for an investigation. Further, I sincerely and truly declare and affirm, that the facts contained herein are complete, accurate and true to the best of my knowledge and belief. Further, I declare and affirm that my statement has been made by me voluntarily without persuasion, coercion, or promise of any kind.

I understand that under the Policies of this department, the employee(s) against whom this complaint is filed, may be entitled to request a hearing. By filing and signing this complaint, I hereby agree to appear before any hearing, if requested by the employee, and to testify under oath concerning all matters relevant to this complaint. I further understand that if this alleged complaint, which is made to a Law Enforcement Officer, is false, then I may be charged with the crime of "Unsworn Falsification" pursuant to 17-A M.R.S.A. § 453, which is a Class D Crime.

Signature of Complainant

Date

Signature of Person Receiving Complainant

Date and Time Received