CITIZEN COMPLAINT AND INQUIRY FORM

Complaint Number: _____

Date Received: _____ Officer/Employee Receiving: _____

Complainant's Name: _____ Race: _____ Sex: _____ DOB: _____

Home Address: _____ Home Phone: _____

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Work Address: _____ Work Phone: _____

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Summary of Complaint

Please include all information about the incident. Necessary information should include the date, time and location of the incident, Police Officer(s) involved, reason for police contact (traffic stop or accident, police report, arrest, etc.) and other persons/witnesses involved. Use proper names, not nicknames. Include their contact information if known. Provide a detailed explanation of what you believe the officer did wrong. Use additional pages if needed. Read and sign notice on back page when complete.

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NOTICE! Deliberate false allegations made against anyone are against the law and may present both criminal and civil liability. Deliberate false allegations made against police officers may result in criminal prosecution of the complainant. The Police Officer(s) reserve the right to seek civil remedy for false allegations proven deliberately filed. Having read and understanding this notice, I acknowledge that I may be held criminally and civilly liable for any deliberate false allegations made in this complaint.

Complainant Signature: _____ **Date:** _____

Investigator Assigned: _____ **Assignment Date:** _____ **Completion Date:** _____

Chief of Police Review: _____ **Date:** _____