



COMPLAINT FORM

This form is to be used by any person wishing to file a complaint with the Chief of Police regarding the alleged misconduct or wrongdoing by any member(s) of this department.

It is the policy of the Manchester-by-the-Sea Police Department to accept and investigate all complaints of alleged misconduct or wrongdoing by our personnel, so long as the complaint contains sufficient factual information. Following a thorough examination of the available information, the personnel involved shall be either **exonerated** or held **responsible** for the alleged conduct. It is further the policy of this department NOT to divulge the specifics of a disciplinary action taken, unless otherwise determined by the Chief of Police or in compliance with law.

The filings of legitimate complaints pertaining to police personnel are encouraged as a means of holding our personnel accountable to the public for their actions. However, the department must simultaneously seek to hold members of the public accountable for the filing of any false and/or malicious complaints. In such cases, complainants are advised that legal proceedings may be instituted against them for such deliberate actions.

Our personnel will make all reasonable efforts to allow individuals with complaints to come forward and avail themselves of this process openly and without fear of retribution, indifference or obstruction. Our personnel will assist individuals with the process and will not attempt to dissuade any person from making a complaint.

Name of Complainant:

Telephone:

Street Address:

Best Time to Contact:

City/State:

Nature of Complaint:

{ie: rudeness, use of force, conduct, etc}

Date of Incident: / /

Time of Incident:

am/pm

Location of Incident:

Name of Officer(s) or Civilian(s) Involved:

{if unknown please describe}

Were you arrested? YES NO

Are there criminal charges pending against you? YES NO
If yes please indicate charges:

Name of Witness:

Telephone:

Address:

Name of Witness:

Telephone:

Address:

Are you requesting a formal investigation: YES NO

OR

Are you reporting this event merely as a matter of record: YES NO

FOR DEPARTMENT USE ONLY

Complainant:

PD Case number:

Date Received:

Received by:

IA Number:

Copy of Complaint to Complainant:

Investigator:

Date:

By:

Please describe the incident:

Lined area for describing the incident.

Message from the Chief of Police

The Manchester-by-the-Sea Police Department is committed to providing police services that are fair, effective, and impartially applied. Toward that end our personnel are held to the highest standards of official conduct possible, and are expected to respect the rights of all citizens. Adherence to these standards, motivated by a moral and professional obligation to perform their jobs to the best of their ability, is the ultimate objective of this agency.

I hereby certify that, to the best of my knowledge, the statements made herein are true. I also understand that knowingly and intentionally making a false written statement on this form is punishable in accordance with Massachusetts General Law as filing a false police report.

Signature of Complainant

Date Signed