



WALPOLE POLICE DEPARTMENT



[CITIZEN COMPLAINT FORM]

COMPLAINT NUMBER: _____
(DEPUTY CHIEF USE ONLY)

Citizens can file a complaint report for an employee, or the department as a whole, using the following form. You can print the form out and fill it out by hand, or download it and complete it electronically. The completed form can be mailed, emailed (*to the email on our website*), or dropped off at the police station to the attention of the Deputy Chief.

Complaint Report

Date: _____ Time: _____

Complainant Information

Name: _____ Phone: _____

Address _____ Email: _____

Witness Information (if any)

Name: _____ Phone: _____

Address _____ Email: _____

Employee Information

Name: _____ Rank: _____ Badge: _____

Description: _____

Incident Information

Date: _____ Time: _____ Incident #: _____

Location: _____

Details (please print clearly):

I hereby certify that to the best of my knowledge, and under penalty of perjury, the statements made herein are true.

(Signature of Complainant)

(Date & Time)

**** Walpole Police Department – Internal Use Only ****

(Printed Name of OIC Receiving Complaint)

(Signature of OIC Receiving Complaint)

(Date & Time)

Informing Complainants of the Status

Acknowledged receipt of complaint on: _____	Method:	<i>Verbal</i>	<i>Phone</i>	<i>Email</i>
Confirmed complaint is going to be investigated on: _____	Method:	<i>Verbal</i>	<i>Phone</i>	<i>Email</i>
Periodic status report given on <i>(if longer than 10 days)</i> : _____	Method:	<i>Verbal</i>	<i>Phone</i>	<i>Email</i>
Results provided to complainant on: _____	Method:	<i>Verbal</i>	<i>Phone</i>	<i>Email</i>

Action Taken *(with complaint form)*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy Given To Complainant	Investigated Immediate Resolution	Investigated-Forwarded To Patrol Commander	Other <i>(specify below)</i> :

Conclusion of Facts

Unfounded	Investigation conclusively proved that the act or acts complained of did not occur, or the member named in the allegation was not involved in the act or acts, which may have occurred.
Exonerated	The act or acts, which provided the basis for the allegation or complaint occurred, however, the investigation revealed they were justified, lawful, and proper.
Not Sustained	The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation made in the complaint.
No Finding	The complainant failed to disclose promised information needed to further the investigation.
Complaint Withdrawn	The complainant affirmatively indicates the desire to withdraw his/her complaint.
Sustained	The investigation disclosed sufficient evidence to clearly prove the allegation made in the complaint.
Mediation	By mutual agreement with all involved parties the case was mediated and the complaint withdrawn.

Supervisor's Synopsis

Do you have reason to believe the complainant will return, contact the Command Staff, or continue to seek resolution elsewhere? Yes No

Action Taken *(with employee)*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notified <i>(but no further action needed)</i>	Counselling	Training	Disciplinary Action