REPORT OF A COMPLAINT AGAINST
POLICE DEPARTMENT PERSONNEL

IA# _____ (to be assigned)

☐ Personnel Complaint   ☐ Departmental Investigation

COMPLAINANT INFORMATION

NAME: _____ DOB: _____ ADDRESS: _____

CITY: _____ STATE: ___ ZIP: _____ HOME PHONE: _____

CELL PHONE _____ WORK PHONE: _____ ADDITIONAL INFO:

_____

IDENTITY OF EMPLOYEE(S) / VEHICLE(S) COMPLAINT IS BEING LODGED AGAINST

NAME: _____ RANK: _____ ID# _____
VEH# _____

NAME: _____ RANK: _____ ID# _____
VEH# _____

NAME: _____ RANK: _____ ID# _____
VEH# _____

WITNESSES

NAME: _____ DOB: _____ ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____ HOME PHONE: _____
CELL PHONE _____ WORK PHONE: _____ ADDITIONAL INFO:

_____

NAME: _____ DOB: _____ ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____ HOME PHONE: _____
CELL PHONE _____ WORK PHONE: _____ ADDITIONAL INFO:

_____

NAME: _____ DOB: _____ ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____ HOME PHONE: _____
CELL PHONE _____ WORK PHONE: _____ ADDITIONAL INFO:

_____

INCIDENT INFORMATION

DATE / TIME OF INCIDENT: _____

LOCATION OF INCIDENT: _____

ORIGINAL CR#: _____

DESCRIPTION OF INCIDENT: (to be completed by complainant or Command Officer / use additional pages if necessary)

SPECIFIC ALLEGATIONS: (to be completed by the complainant or Command Officer)

1.
2.
3.

I UNDERSTAND THAT THIS STATEMENT OF COMPLAINT WILL BE SUBMITTED TO THE IRONDEQUOIT POLICE DEPARTMENT AND MAY BE THE BASIS FOR AN INVESTIGATION. FURTHER, I DECLARE THAT THE FACTS CONTAINED HEREIN ARE ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. FURTHER, I DECLARE THAT MY STATEMENT HAS BEEN MADE BY ME VOLUNTARILY WITHOUT PERSUASION, COERCION OR PROMISES OF ANY KIND.

(Complainant's Initials: _____)

I UNDERSTAND THAT THE EMPLOYEE AGAINST WHOM THIS COMPLAINT IS FILED MAY BE ENTITLED TO A HEARING. BY SIGNING AND FILING THIS COMPLAINT, I HEREBY AGREE TO APPEAR AT SUCH HEARING RELEVANT TO THIS COMPLAINT.

(Complainant's Initials: _____)

FALSE STATEMENTS MADE IN THE FOREGOING INSTRUMENT ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE N.Y.S. PENAL LAW. ACCORDINGLY AND WITH NOTICE OF THE FOREGOING I HEREBY AFFIRM THAT THE FORGOING STATEMENT(S) ARE TRUE UNDER THE PENALTY OF PERJURY.

(Complainant's Initials: _____)

THIS _____ DAY OF _____, _____

_____ ☐ Check if refused.
Signature of Complainant

_____
Signature of Command Officer Receiving the Complaint

Date Complaint Received: _____

Time Complaint Received: _____

Signature of Supervisor complaint was forwarded to: _____ **Date** _____

July 13, 2011