

Topsham Police Department
COMPLAINTS AGAINST LAW ENFORCEMENT AGENCY PERSONNEL

HOW TO MAKE A COMPLAINT:

1. If you wish to make a complaint about the actions of a police officer or any aspect of police operations, 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 manager'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:

**Chief of Police
Topsham Police Department
100 Main St., Topsham, ME 04086**

2. A supervisory officer will assist you in filling out a report of the "Police/Citizen Complaint" Form. This form asks you to identify yourself and then to give specific details about your complaint.
3. Your complaint will then be investigated. You may be contacted and asked for additional questions about your complaint.
4. If it is going to take a long time to investigate your complaint, you will receive a letter telling you approximately when you may expect a reply.
5. When your complaint has been investigated, the Chief of Police will review the investigation and will write you a letter explaining what has been found out about the matter.

AFFIRMATION

I, _____, do hereby affirm that the foregoing information provided by me is true and correct to the best of my knowledge and belief. I understand that any false, misleading, or untrue statements, accusations or allegations made by me, either orally or in writing to any person (s) investigating this complaint may subject me to civil and/or criminal prosecution.

I realize that it may become necessary during the investigation of this complaint for me to meet with representatives of the Topsham Police Department to discuss this complaint, either in the presence or absence of the accused department member(s) at the discretion of the department. I hereby accept the premise that if any action is initiated through a court or administrative proceeding because of my complaint, my testimony before these hearings may be required. I agree to make myself available as a witness before either of the aforesaid bodies, upon request by the Chief of Police.

Signed, _____ this _____ day of _____ 20____ in the Town of Topsham, State of Maine.

Witness, _____ Witness, _____

COMPLAINT RECEIPT

The Topsham Police Department hereby acknowledges the receipt of a complaint filed against one of its members on

_____ by _____
(Date) **(Department Member's Name)**

Of _____, _____
(Street and Number) **(City, State, and Zip Code)**

Your complaint will be brought to the attention of the Chief of Police. He/she will assign a special investigator to gather all of the facts. Once the investigator has filed his/her report, it will be carefully reviewed by senior police officials and the Chief of Police, and final disposition will be made. A representative of the police department will notify you as to the final disposition of your complaint, usually within thirty (30) days from the date shown below.

_____ 20_____
(Date) **(Signature of Department Representative)**