

WENHAM POLICE DEPARTMENT

COMPLAINT REPORT FORM

Today's Date _____ Current Time _____

Name of Complainant _____

Address of Complainant _____

Telephone Number of Complainant _____

List the Names, Addresses and Telephone Numbers of any Witnesses, if known.

List the Name, Rank, (if known) and Description of the Employee you are making the Complaint against.

List the Date, Time and Location of the Incident you are making the Complaint about.

Write a Description of the Incident, which caused you to file this Complaint.

Signature of Complainant _____

Signature of Parent or Guardian if Complainant is under 18 years of age.

Name, Rank, Signature and Date of Officer who receives the Complaint Report.

It is the policy of the Wenham Police Department to investigate all complaints against a member of the Department through a regulated, fair and impartial Internal Affairs Program. You do not need to be familiar with the law or police regulations to file your complaint. Complete this Complaint Form and submit it to the Officer in Charge at the police station. You will be contacted by the Chief of Police. You will be kept abreast of the progress of the case, and will be notified of the results of the investigation when completed, usually within thirty (30) days.

Thank you for your interest and concern in maintaining a high standard of professionalism within the law enforcement community in Wenham.