

## **How to make a Complaint**

1. If you wish to make a complaint about the actions of an employee of the police department or about an aspect of police operations, please:
  - A. Come to the department and tell an employee that you want to make a complaint; or
  - B. Call the department and advise the person answering the phone that you want to make a complaint; or
  - C. Write your complaint and mail it to the Chief of Police/Officer in Charge.
  
2. Any member of the department will assist you in filling out a report of complaint against police personnel, or the police department will ask you to identify yourself and then to give specific details about your complaint. However, any person who would prefer not to identify themselves may do so, and that fact will not be utilized as a determinant as to the validity of the complaint. Every allegation will be judged solely upon its own merits.
  
3. Your complaint will then be investigated. You may be contacted and asked additional questions about your complaint.
  
4. If it is going to take an extended amount of time to investigate your complaint, you will be notified advising you approximately when you may expect a reply.
  
5. When your complaint has been investigated, the Chief of Police/Officer in Charge will review the investigation and you will be informed what has been determined.

**Belmont Police Department**  
**Report of Complaint against Police Personnel/Department**

Name of Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: Residence: \_\_\_\_\_ Work: \_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_

Name of Officer(s) against whom complaint is being filed, or other identifying information

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ ID# \_\_\_\_\_

Vehicle: \_\_\_\_\_

Name(s)/Address/Phone Number or other identifying information concerning witness(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Statement of Allegation:

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\_\_\_\_\_

I understand that this statement of complaint will be submitted to the Belmont Police Department and may be the basis for an investigation. 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 promise of any kind.

I understand that the officer against whom this complaint is filed may be entitled to a hearing. By signing and filing this complaint, I hereby agree at such hearing and to testify under oath concerning all matters relevant to this complaint.

False statements made in the foregoing instrument are punishable as a class A Misdemeanor pursuant to Section 210.45 of the Penal Law. Accordingly and with notice of the foregoing, I hereby affirm that the foregoing statements are true under penalty of perjury, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Complainant (Check if Refuse to Sign)

\_\_\_\_\_  
Signature of Person Receiving Complaint

\_\_\_\_\_  
Date and Time Received