



FREEPORT POLICE DEPARTMENT

16 MAIN STREET • FREEPORT • MAINE 04032 • (207) 865-4800

How to make a complaint

1. If you wish to make a complaint about the actions of an employee or about any aspect of our law enforcement operation, please:
 - a) Come to the agency and tell any employee that you want to make a complaint;
 - b) Call the agency or the town manager's office and tell the person answering the phone that you want to make a complaint;
 - c) Write your complaint and mail it to the Chief Law Enforcement Officer with your suggested resolutions.
2. If necessary, a supervisory employee will assist you in filling out a report of complaint against law enforcement personnel form. This form asks you to identify yourself and then to give specific details about your complaint.
3. Your complaint will be investigated. You may be contacted and asked additional questions about your complaint.
4. If the investigation of your complaint is going to take a long time, you will receive a communication telling you approximately when you may expect a reply.
5. When your complaint has been investigated, the Chief Law Enforcement Officer will review the investigation and will notify you, explaining what has been found out about the matter.

Freeport Police Department
16 Main Street
Freeport, ME 04032

Police/Citizen Complaint Form

Employee's name: _____ Control #: _____

Complainant: _____ Date of Birth: _____

Address: _____ Telephone: _____

Witnesses or Other Complainants

Address and telephone

Date and Time of incident: _____

Location of incident: _____

Details of the complaint: (Attach separate sheet(s), if necessary)

Name of person assisting: _____

Reason for assistance: _____

Signature of Complainant: _____

Date and Time: _____

Affirmation

I, _____ (name of complainant), 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 Freeport 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 as a result 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 and to submit to a polygraph ("lie detector") test upon request by the Chief of Police.

Signed: _____ **Date:** _____

in the Town of Freeport, State of Maine.

Witness: _____

Witness: _____

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Complaint Receipt

The FREEPORT POLICE DEPARTMENT hereby acknowledges the receipt of a complaint filed against one of its members on _____ (date) by _____ (complainant) of _____ (address).

Your complaint will be brought to the attention of the Chief of Police. A special investigator will be assigned to gather all of the facts. Once the investigator's report has been filed, it will be carefully reviewed by senior police officials and the Chief of Police before a final disposition is 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.

Official's Signature: _____ **Date:** _____