



FARMINGTON POLICE DEPARTMENT
116 FRANKLIN AVENUE · FARMINGTON · MAINE 04938
EMERGENCY 911 · Tel. (207) 778-6311 · TDD (207) 778-5873 · FAX (207) 778-5872
Kenneth A. Charles - Chief of Police



APPENDIX # 1
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; or
 - b) Call the agency or the town/city/county 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 the Chief Law Enforcement Officer.
 - d) Write your suggested resolutions.
- 2) 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 then 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 letter 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 write you a letter explaining what has been found out about the matter.

REPORT OF COMPLAINT AGAINST LAW ENFORCEMENT PERSONNEL

CONFIDENTIAL

Name of Complainant:_____

At What Address and Telephone Number Can You Be Contacted:

Home:_____

Business:_____

Date and Time of Incident:_____

Location of Incident:_____

Name(s) of Employees Against Whom Complaint is Being Filed or
Other Identifying Marks (Car Number, Badge Number, Etc.)

Name:_____Rank:_____Vehicle:_____

Name:_____Rank:_____Vehicle:_____

Name(s), Address(s), Telephone Number(s) or Other Identifying

Information Concerning Witness(s):

Statement of Allegation:

What do you think is an appropriate resolution?:

If Further Space Is Needed, Use The Reverse Side Of This Sheet

I understand that this statement of complaint will be submitted to this Law Enforcement Agency and may be the basis for an investigation. Further, I sincerely and truly, declare and affirm, that the facts contained herein are complete, accurate and true to the best of my knowledge and belief. Further, I declare and affirm that my statement has been made by me voluntarily without persuasion, coercion or promise of any kind.

I understand that under the Rules and Regulations of this Law Enforcement Agency, the employee(s) against whom this complaint is filed may be entitled to request a hearing. By filing and signing this complaint, I hereby agree to appear before any hearing, if requested by the employee and to testify under oath concerning all matters relevant to this complaint. I further understand that if this alleged complaint, which is made to a Law Enforcement Officer, is false, then I may be charged with the crime of "Unsworn Falsification" pursuant to 17-A M.R.S. § 453, which is a Class D Crime.

Signature of Complainant

Date

Signature of Person Receiving Complaint

Date & Time Received