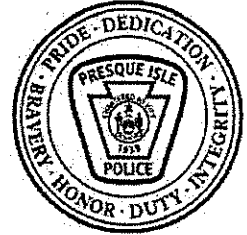




PRESQUE ISLE POLICE DEPARTMENT

43 North Street, Suite 2
Presque Isle, ME 04769
Tel: (207) 764-4476 Fax: (207) 764-6139



Laurie Kelly
Chief of Police

HOW TO MAKE A COMPLAINT

1. If you wish to make a complaint about the actions of a police officer or about 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 city 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 of Police.
2. A supervisory officer will assist you in filling out a report of complaint against police 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 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.

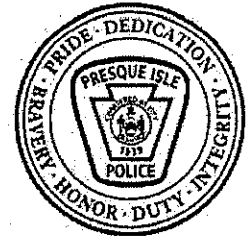


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Matthew J. Irwin

Chief of Police

CITIZEN-POLICE COMPLAINT FORM

Complainant's Name: _____ Date _____
(Last) (First) (M.)

Address: _____

Telephone: _____

Personnel Receiving Complaint: _____

Date and Time Received by Department: _____

Alleged Incident Information:

Location: _____ Incident Date and Time: _____

Name and Rank of Member Involved: _____

Forwarded for Investigation? Yes No

If Yes, to whom: _____ Date and Time forwarded: _____

Details of Incident: _____

Witness Information:

Name: _____

Address: _____

Telephone: _____

Is complaint criminal in nature?* Yes No

* If complaint is criminal in nature, complainant's signature must be notarized.

Signature of Complainant and Date

Signature of Member Receiving Complaint and Date

Investigator Information:

Name: _____ Rank: _____

Date and Time Received: _____

Date and Time Investigation Commenced: _____

Signature of Investigator and Date

Complaint is:

Sustained _____ **Unfounded** _____

Administrative Proceedings Rights (Statutory)	Complaint No.	Given to Accused Date: _____ Time: _____
Name of Accused	Rank	Shift

The law provides that you are to be advised of the following:

1. Any admission made in the course of this hearing, interrogation or examination may be used as the basis for charges seeking your removal or discharge or suspension in excess of 30 days.
2. You have the right to counsel of your choosing to be present with you to advise you at this hearing, interrogation or examination and you may consult with your counsel as you desire.
3. You have a right to be given a reasonable time to obtain counsel of your own choosing.
4. You have no right to remain silent. You have an obligation to truthfully answer questions put to you. You are advised that your statements or responses constitute an official police report.
5. If you refuse to answer questions put to you, you will be ordered by a superior officer to answer the questions.
6. If you persist in your refusal after the order has been given to you, you are advised that such refusal constitutes a violation of the Rules and Regulations of the Presque Isle Police Department and will serve as a basis for which your discharge may be sought.
7. You are further advised by law, any admission made by you during the course of this hearing, interrogation or examination cannot be used against you in a subsequent criminal proceeding.

The undersigned hereby acknowledges that he was informed of the above rights.

Signature

Witnesses

