

MILLSBORO POLICE DEPARTMENT – CITIZEN COMPLAINT FORM

Complainant's Name: _____ Date of Birth: _____

(Optional Information to be given by Complainant only:)

Race or Color	_____ Black	_____ White	_____ Other
Sex	_____ Male	_____ Female	
Age	_____	National Origin	_____
Religion	_____	Creed	_____

Complainant's Address: _____
Street Address City State

Home Telephone #: _____ Work Telephone #: _____

Officer / Employee: _____

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Witness: _____
(NAME) (ADDRESS) (TELEPHONE #)

Witness: _____
(NAME) (ADDRESS) (TELEPHONE #)

Nature of Complaint: (To be completed by complainant, however if necessary the officer will complete the form, read it back to the complainant and both will sign)

Complainant Injured: Yes or No. (If yes describe the injury, any use of force by the officer(s) and any medical treatment you received)

Officer taking complaint: _____ Date/Time: _____
(Print Name and Rank)

Any Action taken by the officer or recommendations: _____

This form will be forwarded through the Chief of Police to the Internal Affairs Unit.

- I am satisfied with the resolution of my complaint at this stage and do not desire to be contacted.
- I wish to be contacted. (You may expect to be contacted within three to five business days.) If you have not been contacted, you may call;
 - The office of the Chief of Police at 302-934-8174

MEMORANDUM OF UNDERSTANDING

It shall be the policy of the Millsboro Police Department that citizens are welcome to voice their concerns including the lodging of a complaint against officers/employees.

Any issue of criminal, traffic, or civil law relating to the complainant will be handled by the appropriate Court of Law. The Office of Internal Affairs will only address issues concerning officer/employee conduct or misconduct.

I, _____, do solemnly swear/affirm, that the information contained herein is accurate and true to the best of my knowledge. Further, I acknowledge receipt of a copy of this document. I further understand that any person who knowingly reports false information to the police is subject to arrest and prosecution.

Complainant's Signature: _____

Officer's Signature: _____
(Officer taking this Report)

Date: _____

Time: _____