



Berkley Department of Public Safety  
Citizen Complaint Form

To the Complainant:

It is essential that the entire community have confidence in the Public Safety Department and the administration, which supervises the exercise of the authority of its officers. This requires an effective and fair procedure for processing complaints against the Berkley Department of Public Safety or its employees. This complaint investigation process has been established to serve the citizens of the community and the members of the Public Safety Department with a fair, impartial, and expedient processing of complaints.

The administration recognizes that police work frequently generates tension, excitement and emotion. Many may feel embarrassed, angry, or upset because of circumstances that have involved the police or necessitated police action. Public Safety personnel are expected to conduct themselves properly and act within the limits established by law and by departmental policy and procedure. A complaint, which arises out of allegations of police misconduct, will be taken very seriously and investigated thoroughly. Complaints that are determined to be false accusations will also be taken seriously and handled appropriately.

Instructions for Complainant:

Prepare this complaint in your own handwriting. You will be given a copy of your written statement for your records. Include any and all information that is relative to the complaint you are filing and be as specific as possible regarding the incident. Additional forms will be provided if necessary. Make sure you sign and date the form once completed.

You will receive notice, either by telephone or by mail, from either the Director of Public Safety or the investigator assigned to the complaint confirming the investigative process.

Notification of Complaint Disposition:

The Director of Public Safety will notify the complainant in writing as to the disposition of the complaint, upon completion of the investigation and when a final determination has been made.

Distribution:

Original to the Director of Public Safety  
Copy to Complainant  
Copy to Investigating Officer

Citizen Complaint Form

Complaint No. \_\_\_\_\_

**Complaint Summary**

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The complaint, as stated above, is in my own words and details my personal experience with or observations of an employee of the Berkley Department of Public Safety. To the best of my knowledge, the above information is accurate and true and was made in good faith. I understand that any untrue statements intentionally made or false complaints brought by me could result in criminal and/or civil action being taken against me by either the Berkley Department of Public Safety, the employee subject to this complaint, or both.

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of employee receiving this form: \_\_\_\_\_ Date: \_\_\_\_\_

Assigned to: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Disposition: \_\_\_\_\_ Complaint Resolved      Additional Follow Up Required: \_\_\_\_\_

Complainant Notified: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**Berkley Department of Public Safety**

Citizen Complaint

Supplemental for Complaint No: \_\_\_\_\_

**Complaint Summary:** (continued from page 2)

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(Please Sign Below and on Page 2 as indicated.)

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_