HOW TO MAKE A COMPLAINT

1. If you wish to make a complaint about the actions of an employee or about any aspect of the University of Maine Southern Police Department (USMPD) operation, please:

   a. Come to the USM Public Safety Building and tell any employee that you want to make a complaint; or

   b. Call the USMPD (780-5211) 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, University of Southern Maine at the address above.

   d. Write your suggested resolutions.

2. A supervisory employee will assist you in filling out a report of complaint against public safety 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 regarding 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 will review the investigation and will write you a letter explaining what has been found out about the matter.
REPORT OF COMPLAINT AGAINST 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, Etc.)

Name:__________________________ Vehicle:_______________

Name:__________________________ Vehicle:_______________

Name(s), Address(s), Telephone Number(s) or Other Identifying Information Concerning Witness(s): __________________________________________________________

____________________________________________________________________

____________________________________________________________________

Statement of Allegation:____________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Page 1 of 2
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 the University of Southern Maine Police 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 law and the directives of this 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.A. § 453, which is a Class D Crime.

Signature of Complainant

Date

Signature of Person Receiving Complaint

Date and Time Received

Page 2 of 2