



# Dearborn Police Department

## OFFICE OF THE CHIEF OF POLICE

### CITIZEN COMPLAINT FORM I.A.F. -1



**Instructions to the citizen complainant:** It is the policy of the Dearborn Police Department to thoroughly investigate all citizen complaints. Citizen complaints against any member of the Police Department shall only be taken by a supervisory officer, who will explain the complaint process in detail, and answer any questions you might have.

Fill out this form as completely as possible.

#### 1. COMPLAINANT INFORMATION AND STATEMENT (To be filled out by the citizen complainant)

Name of complainant \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Address \_\_\_\_\_  
(Number & Street) (City) (Zip Code)

Date of Birth \_\_\_\_\_ Telephone \_\_\_\_\_  
(Home) (Cell)

E-mail \_\_\_\_\_

Name(s) of officers involved, or, any identifying information e.g., physical description, badge number, patrol car numbers:

Incident Date, Time, Location:

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**Written Statement From complainant** (Write a complete and exact narrative description of the incident, including the behavior or actions of the officer(s) which led to your complaint. Use this page and as many additional addendum pages as you require):

**List Witnesses to the Incident:** (Include address and phone, if known)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

(List additional witnesses on complaint addendum)

**By signing this form, I am stating that I have read, and understand, the provisions outlined herein.**

\_\_\_\_\_  
(Complainant Signature & Date)

**II. Supervisory Section** (to be filled out by the investigating supervisor)

Complaint Checklist:

1. Citizen advised as to the complaint process
2. Copy of signed complaint form given to complainant
3. Original complaint form forwarded to \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
**Supervisor Signature**



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The staff and members of the Dearborn Police Department are committed to providing law enforcement services that are fair, effective, and impartially applied. It is in the best interests of everyone that your complaint about the performance of an officer(s) is resolved fairly and promptly. The Dearborn Police Department has formal procedures for investigating your complaint. These procedures ensure fairness and protect the rights of both citizens and law enforcement officers. As such, you should be aware of the following:

- ✓ Your complaint will be sent to a superior officer or a specially trained internal affairs officer who will conduct a thorough and objective investigation.
- ✓ You might be asked to help in the investigation by giving a detailed statement about what happened or providing other important information.
- ✓ All complaints against law enforcement officers are thoroughly investigated. You will be advised in writing of the outcome of the investigation.
- ✓ If our investigation shows that a crime might have been committed, the prosecutor will be notified. You might be asked to testify in court.
- ✓ If our investigation results in an officer being charged with a violation of department rules, you might be asked to testify in a departmental hearing.
- ✓ If our investigation shows that the complaint is unfounded or that the officer acted properly, the matter will be closed.
- ❖ It is unlawful to provide information in this matter which you do not believe to be true.
- ❖ Should you have any further questions, you may call \_\_\_\_\_ at \_\_\_\_\_.