

Hampton Police Department
Citizen Complaint Form
Cover Letter

TO: _____

FROM: Derrick B. Austin, Chief of Police

SUBJECT: Allegation of Employee Misconduct

This department takes allegations of employee misconduct very seriously. Employees who are determined to be guilty of misconduct are subject to reprimand, suspension, termination of employment, and/or criminal prosecution.

For the above reasons, we wish to encourage that your written and taped statement should be complete and accurate. Please include ALL facts that concern the incident(s) being discussed, even if some may be somewhat embarrassing.

We thank you in advance for cooperating in this investigation and we will make every effort to make a fair and impartial finding.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION.

Complainant

Date

Receiving Officer

Time

Hampton Police Department Citizen Complaint Form

Date: _____ CC Case #: _____

Complainant's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Home _____

Work _____

Cell _____

TYPE OF COMPLAINT

- Allegation of Civil Rights Violation.
- Allegation of Unethical Activity.
- Allegation of Criminal Activity.
- Allegation of Negligence of Duty, resulting in bodily injury or death.
- Allegation of Abusive Conduct by a Supervisor directed to a Subordinate or other employee.
- Allegation of Abusive Conduct by an employee directed towards a citizen.
- Allegation of Obscene or Improper Language.
- Allegation of Harassment.
- Allegation of Rudeness.

Location of Occurrence: _____

Date of Occurrence: _____ Time: _____

Employee(s) Allegedly Involved:

_____ Badge#: _____ Shift: _____

_____ Badge#: _____ Shift: _____

Citizen Complaint Form Continued

Witnesses: Name / Address / Phone #'s:

DESCRIPTION OF ALLEGATION / STATEMENT OF COMPLAINT

(If more space is needed, attach additional sheet)

Related incident report case # (attach copy) _____

Complainant's Signature: _____

Receiving Officer's Signature: _____