



# TOWN OF WESTERLY • POLICE DEPARTMENT

60 Airport Road, Westerly, Rhode Island 02891 • 401-596-2022 FAX 401-348-8080

## CIVILIAN COMPLAINT GUIDELINES

Pursuant to Rhode Island General Law 31-21.2-8, each Municipal Police Department is required to establish a procedure to investigate complaints of Police misconduct by members of the public against personnel of these agencies.

It is the Policy of the Westerly Police Department to provide the public with this venue pursuant to the following criteria:

1. If you feel that you have need to express your dissatisfaction with the actions of an officer, that officer shall advise the citizen of his/her name and immediate supervisor.
2. If you feel that his/her actions warrant the intervention of the Westerly Police Department, you should respond to the Westerly Police Department and ask for the immediate supervisor of the officer you have the complaint against.
3. This supervisor will provide you with assistance by hearing your complaint. The supervisor will try to mediate this matter with you in a fashion that is equitable to both you and the officer involved in the complaint.
4. If the matter can be resolved at this level the matter will be considered closed.
5. If the matter cannot be resolved at this level, you have the option to request that a formal civilian complaint be filed on the matter and investigated by the Lieutenant in charge of Internal Affairs.
6. All Formal Civilian Complaints must be provided to the Westerly Police Department on a Civilian Complaint Form. These forms can be received by you at the following locations:
  - i. The Westerly Police Department
  - ii. The Town Clerks Office, located in the Westerly Town Hall, 45 Broad St. Westerly, RI 02891
  - iii. The Westerly Police Department Web Site at <http://www.westerlypolice.org>
7. Once you have attained and have completed the Civilian Complaint Form you may return it to the Westerly Police Department in person, by mail, or it can be faxed to the Westerly Police Department at (401)-348-8080.



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## CIVILIAN COMPLAINT

\_\_\_\_\_  
Name of person making this complaint

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Home telephone

\_\_\_\_\_  
Work telephone

\_\_\_\_\_  
Location of where alleged incident occurred

\_\_\_\_\_  
Date of alleged incident

\_\_\_\_\_  
Time

\_\_\_\_\_  
Name of witness to alleged incident

\_\_\_\_\_  
Age of witness

\_\_\_\_\_  
Home address of witness

\_\_\_\_\_  
Home telephone

\_\_\_\_\_  
Work telephone

\_\_\_\_\_  
Name of witness to alleged incident

\_\_\_\_\_  
Age of witness

\_\_\_\_\_  
Home address of witness

\_\_\_\_\_  
Home telephone

\_\_\_\_\_  
Work telephone

\_\_\_\_\_  
Name of witness to alleged incident

\_\_\_\_\_  
Age of witness

\_\_\_\_\_  
Home address of witness

\_\_\_\_\_  
Home telephone

\_\_\_\_\_  
Work telephone

\_\_\_\_\_  
Name and/or number, rank of police officer(s) allegedly involved in this complaint.

NATURE OF COMPLAINT

Please write your explanation of the complaint below. Please write legibly and present the complaint as brief but to the point as possible, including important details. Separate sheets of paper may be used if the area below does not provide enough space for your narrative.

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\_\_\_\_\_ Date of Complaint

\_\_\_\_\_ Signature of Complainant

NATURE OF COMPLAINT (Continued)

Please write your explanation of the complaint below. Please write legibly and present the complaint as brief but to the point as possible, including important details. Separate sheets of paper may be used if the area below does not provide enough space for your narrative.

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\_\_\_\_\_  
Date of Complaint

\_\_\_\_\_  
Signature of Complainant

Hand deliver, mail, or fax this complaint form to the Westerly Police Department, 60 Airport Road, Westerly, Rhode Island 02891.

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**Do Not write in pace below  
For Police Department Use Only**

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Date and Time the above  
Complaint was received

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Officer Receiving Complaint

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Date complainant was notified the complaint was received

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Department Incident Number of alleged incident