



North Canton Police Department  
 145 North Main St.  
 North Canton, OH 44720

Date & Time Received:	Unit #:
Office Use Only	

**Citizen Complaint Form**

**READ REVERSE SIDE OF THIS FORM**

Instructions:

1. Fill out the form. Please write legibly.
2. Submit the form to the on-duty supervisor or mail it to the North Canton Police Department.
3. You will be contacted for a follow-up interview.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Location or address where the incident occurred: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. / p.m.

Was someone arrested?  Yes  No

Name of Person(s) arrested: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Witness Address: \_\_\_\_\_

Name of Officer(s) involved: \_\_\_\_\_

Briefly describe what happened (use additional sheets of paper if needed): \_\_\_\_\_

How would you like to see this complaint resolved?

My signature verifies that the information on this form is accurate and true.

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

## IMPORTANT INFORMATION

There are two types of complaints. You may file either an **Informal Complaint** or a **Formal Complaint** with the Department.

### **Informal Complaint**

An Informal Complaint is a request to have your grievance known to the Chief of Police and/or the employee's supervisor. You are not requesting a formal investigation, but you wish to make known your complaint or have questions about a procedure or incident that you request a further explanation. The employee will be advised about your concern by the supervisor if requested. After talking with a supervisor or the Chief of Police, you reserve the right to change your informal complaint to a formal complaint.

### **Formal Complaint**

A Formal Complaint is a request to have your grievance formally investigated by the Department. Your complaint will be assigned to an investigator who will thoroughly investigate the alleged incident.

Each allegation will be concluded as being:

1. **Sustained:** The allegation is supported.
2. **Not Sustained:** Insufficient evidence to prove or disprove the allegation.
3. **Exonerated:** The alleged act occurred but was justified, legal, and proper under the circumstances.
4. **Unfounded:** The allegation was false or did not occur.

After the investigation is completed you will be notified of the results. If you have a matter before the criminal court concerning an incident related to your complaint, the investigation will generally not be concluded until after your matter before the court has been adjudicated. Employees of the Department are unionized and have collective bargaining contracts that give them certain rights during an internal investigation conducted by the Department. They also have all the constitutional rights afforded citizens of the United States.

**You maybe charged criminally and / or civilly sued for making false statements about an employee.**

I want my complaint to be handled by the Department as:

INFORMAL COMPLAINT

FORMAL COMPLAINT

I have read this page and marked how I wish this complaint to be processed.

\_\_\_\_\_  
Initials