



Tyngsborough Police Department

Chief Richard Howe 20
Westford Road
Tyngsborough, MA 01879

Citizen's Complaint Form

Instructions:

It is the policy of the Tyngsborough Police Department to investigate all complaints against the department and/or a member(s) of the department, regardless of the source of such complaints, through a regulated, fair and impartial Internal Affairs (IA) Program.

If a person has such a complaint, it may be filed with the Officer-In-Charge, Deputy Chief, or the Chief of Police. A report on your complaint will be taken and investigated by an appropriate member of the department.

You may file your complaint verbally or in writing, however writing is preferred so there are no misunderstandings or inaccuracies. Please fill out the attached complaint form with as much detail as possible.

***** TO BE COMPLETED BY THE COMPLAINANT*****

<u>Date of Incident</u>	<u>Time of Incident</u>	<u>Date Reported</u>	<u>Time Reported</u>	<u>Complaint made against</u> (name or description)
<u>Location of Incident</u>				
<u>Complainant's Name</u>		<u>Phone #</u>	<u>Email Address</u>	
<u>Name of Person Assisting Complainant</u>		<u>Phone #</u>	<u>Email Address</u>	
<u>Witness Information (Name, Phone #, Email Address etc.)</u>				

Details of the Incident: Please provide a full description of the circumstances that prompted your complaint. Attach supporting documentation, as appropriate; including letters, emails, photos, videos or audio tapes, etc.
