



Winchester Police Department Commendation/Complaint Form

- Instructions:**
1. Complete form with as many details as possible.
 2. Return the completed form to the Administration Department.

I wish to file a: Commendation Suggestion Inquiry Complaint

Complainant's Information This form is to be completed by the person making the complaint.

Last Name	First Name	MI	Date of Birth	Sex	Race
Home Phone/Cellular Phone	Work Phone		Driver's License	State	
Language Spoken	Best Time to Contact		<input type="checkbox"/> Day	<input type="checkbox"/> Evening	
Email Address					

The information regarding race, sex, and age is voluntary; disclosure is requested to assist us in our analysis of complaints so that we may be assured that all complaints are handled in an appropriate manner.

Officer(s)/Employee Involved

Officer/Employee Name	Badge #	Car #	Officer/Employee Name	Badge #	Car #

Witness Information

Last Name	First Name	MI	Date of Birth	Sex	Race
Home Phone/Cellular Phone	Work Phone		Driver's License	State	

Last Name	First Name	MI	Date of Birth	Sex	Race
Home Phone/Cellular Phone	Work Phone		Driver's License	State	

Last Name	First Name	MI	Date of Birth	Sex	Race
Home Phone/Cellular Phone	Work Phone		Driver's License	State	

Incident Details Please be as specific and detailed as possible.

Date of Incident	Time of Incident	Incident # (if known)
Location of Incident		

Give a brief explanation of the incident. A more detailed statement will be taken during your interview.

Charges

Were you arrested? Yes No Taken into custody? Yes No Court Date:

Traffic Charges:

Criminal Charges:

I understand that this statement will be submitted to the Winchester Police Department and may be the basis for an investigation. Further, I sincerely and truly declare and affirm that the facts contained herein are complete, accurate, and true to the best of my knowledge and belief. Further, I declare and affirm that my statement has been made voluntarily without persuasion, coercion, or promise or any kind.

I understand that, under the regulations of the department, the employee against whom this complaint is filed may be entitled to request a hearing before a board of inquiry. By signing this statement, I hereby agree to appear before a board of inquiry, if one is requested by the employee, and to testify under oath concerning all matters relevant to this complaint.

This complaint is an official police document. If the information that you provided on this form is not true and accurate to the best of your knowledge you may be prosecuted for violation of State Code §18.2-461, pertaining to filing a false report to law enforcement officials.

Signature of Complainant

Date

Signature of Person Receiving Complaint

Date and Time Received

Honest feedback is essential to maintaining a police department that is both trustworthy and responsive to the community. Therefore, it is very important that truthfulness be maintained in the filing and investigation of complaints against the police.