

CITIZEN'S COMPLAINT FORM

MADISON POLICE DEPARTMENT

100 Hughes Road Madison, AL 35758

Please use this form if you wish to file a Citizen's Complaint regarding a Madison Police Officer. It is the policy of the Madison Police Department to fully investigate any legitimate complaint of misconduct against any member of this department. Every effort will be made to ensure a thorough, fair and timely investigation of the allegation(s) is professionally conducted.

Any citizen regardless of gender, ethnicity or nationality, who was directly impacted by, witnesses or has direct knowledge of police misconduct, may file a complaint. A complaint is discontentment with a police officer's personal conduct or unlawful acts and/or the way in which the department conducts its lawful mission. It is not a disagreement over an enforcement action taken on a traffic stop or other legal actions supported by State or Municipal statutes. Such matters shall be appropriately handled by the proper court system. The Madison Police Department will only conduct an investigation to determine if a violation of law and/or department policies and procedures occurred.

Although we request that you identify yourself, anonymous complaint can be filed and shall be appropriately investigated. Anonymous complaints can be difficult to investigate without contact information if the need arises to seek additional information and/or to further clarify information given.

Upon completion of this form a supervisor shall be made available to discuss the content of the allegations being made. We ask that you speak with a supervisor to ensure that we obtain all the necessary information that will aid us in expediting an impartial resolution. Speaking with a supervisor is voluntary and is not required prior to filing a complaint.

All complaints are assigned a tracking number by the Office of Professional Standards. Quality of service complaints are normally assigned to a supervisor. Matters that require further review shall be forwarded to the Office of Professional Standards. It may become necessary for you to be contacted and/or meet with department representatives to further discuss the complaint so that a thorough investigation may be conducted. It is the Madison Police Department's policy that the complainant in such matters be advised in writing of the final findings.

The following pages will ask specific information as it relates to the complaint being made. Please fill out the form completely and legibly. The Citizen's Complaint Form may be obtained:

Hardcopy Format – Madison Police Department; 100 Hughes Road, Madison, AL 35758

Electronic Format – Madison Police Department at www.madisonal.gov/219/Police

When you have completed the complaint form, you can return it to the Madison Police Department:

- Mail the form – to the Madison Police Department; 100 Hughes Road, Madison, AL 35758
- Drop the form off – at the Madison Police Department's front desk in a sealed envelope
- E-mail the form – to the Office of Professional Standards at terrell.cook@madisonal.gov

For more information regarding how to file a complaint, please contact the Office of Professional Standards at 256-772-6252.



Madison Police Department Citizen Complaint Form

Official Use Only
Submitting Supervisor

Name: _____ Race: _____ Sex: _____ DOB: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone #: _____ Alt #: _____ E-mail: _____

What is the best time to contact you? _____

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Nature of Complaint: _____

Employee(s) Involved:

(1) _____ (2) _____

(3) _____ (4) _____

If you do not know the name of the employee(s) involved, please describe them below:

(1) Witness Name: _____

Phone #: _____

Address: _____

Alt #: _____

(2) Witness Name: _____

Phone #: _____

Address: _____

Alt #: _____

Please describe what occurred (be specific as to what was said etc.):

CONTINUATION

You may mail this form to:

Madison Police Department Attn: Professional Standards
100 Hughes Rd. Madison, AL 35758

You may also hand deliver it in a sealed envelope marked: Attn. Professional Standards to the M.P.D. Records window at 100 Hughes Rd. M-F 8am-5pm excluding holidays.

Printed Name of Person Filing Complaint

Date

Signature of Person Filing Complaint

I hereby declare this information to be true and correct to the best of my knowledge.