



TUXEDO PARK POLICE DEPARTMENT

1 Tuxedo Rd. Tuxedo Park N.Y. 10987
Main: 845-351-4741 Fax: 845-351-4009



David Conklin
Chief of Police

Website: Chief@tuxedopark-ny.gov

PERSONNEL COMPLAINT FORM

HOW TO MAKE A COMPLAINT

1. If you wish to make a complaint about the actions of a member of the Tuxedo Park Police Department or about any aspect of police operations, please:
 - a. Come to the Tuxedo Park Police Department and tell any member that you want to make a complaint; or
 - b. Call the Tuxedo Park Police Department and tell any member answering the call that you wish to make a complaint;
 - c. Write your complaint and deliver, mail or email to the Chief of Police.
2. The Chief of Police or his designee will assist you in filling out a Report of Complaint against Police Personnel or Police Department. You will be asked to identify yourself and then to give specific details about your complaint.
3. Your complaint will then be investigated. You may be contacted and asked additional questions about your complaint.
4. If it is going to take a long time to investigate your complaint, you will be notified telling you approximately when you may expect a reply.
5. When your complaint has been investigated, the Chief of Police will review the investigation and cause you to be informed what has been found out about the matter.



REPORT OF COMPLAINT AGAINST POLICE PERSONNEL/DEPARTMENT

Name of complainant: _____

Address: _____

Home telephone: _____ cell phone: _____

Date/time of incident: _____

Location of incident: _____

Name of officer(s) against whom complaint is being filed, or
Other identifying information:

Name: _____ Rank: _____ Badge# _____

Vehicle information: _____

Name/address/phone or other identifying information

Concerning witnesses:

[illegible]

Chief of Police/designee

I understand that the officer against whom this complaint is filed may be entitled to a hearing. By signing and filing this complaint, I hereby agree to appear at such hearing and to testify under oath concerning all matters relevant to this complaint.

False statements made in the foregoing instrument are punishable as a class a misdemeanor pursuant to section 210.45 of the penal law. Accordingly, and with notice of the foregoing, I hereby affirm that the foregoing statements are true under penalty of perjury.

This _____ day of _____ 20____

Signature of complainant

Signature of person receiving complaint

Date/time received