

**COMPLAINT FORM**  
Edinburgh Police Department  
200 S. Main Street  
Edinburgh, Indiana 46124  
812-526-2636

It is the policy of the Edinburgh Police Department to provide excellence in law enforcement through fair and courteous service to all people. We appreciate your assistance in reviewing our performance. For effective use of this form and proper disclosure of the procedures please review the back side of this document prior to completing this form.

To: Chief of Police

From: Name \_\_\_\_\_

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

Phone: \_\_\_\_\_

Date/Time of Incident \_\_\_\_\_ Location \_\_\_\_\_

Department Personnel involved: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Witness Contact Information \_\_\_\_\_

Please describe in your own words your complaint. Include facts about the incident. Attach additional sheets of paper if necessary.

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How would you like this resolved?

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***I affirm that the above statement is true and accurate to the best of my knowledge and that I have read the information on the back of this form regarding the process and associated laws.***

Signature \_\_\_\_\_

Date \_\_\_\_\_

You will receive confirmation that this complaint has been received by the office of the Chief of Police within 5 working days.

## TO WHOM IT MAY CONCERN:

The Edinburgh Police Department can only solve problems within the community with the help of the public. This help and cooperation can be damaged when the public has been, or believe that the police department has treated them improperly or unfairly. It is the job of the administrators of the Edinburgh Police Department to investigate complaints in an effort to improve the quality of police service. The following questions and answers are designed to provide information to any person who wishes to make a formal complaint against the Edinburgh Police Department. If you simply want the Edinburgh Police Department to know about your concerns, but do not wish to participate in the formal complaint process, you may file an anonymous complaint. Depending on the information provided, an informal complaint may or may not result in an investigation.

**DOES THE DEPARTMENT WANT COMPLAINTS?** No department likes to receive complaints, but if this department, or any of its members have failed to perform their duties fairly or properly, we want to know. This is how problems are remedied, and services improved.

**WILL YOU INVESTIGATE MY COMPLAINT?** The Edinburgh Police Department shall investigate all complaints against the department or its members. Any complaint made specifically against an officer shall not be anonymous. The Edinburgh Police Department shall have the right to investigate any serious anonymous or unsigned complaint, but if no substantiating evidence is discovered, the complaint shall be considered unfounded.

**WHO SHOULD I GO TO FIRST?** The most efficient way to make a complaint is to come to the Edinburgh Police Department between 8 AM and 4 PM if possible. Inform the dispatcher that you would like to make a complaint, and he/she will put you in contact with the proper person; based upon a procedure established by the department. However, complaint forms are available in the lobby of the Edinburgh Police Department.

**DO I HAVE TO COMPLAIN IN PERSON?** No, complaints will be accepted by mail or phone, however, you will be asked to give a written statement if you initially call in a complaint by phone.

**WILL I HAVE TO WRITE OUT MY COMPLAINT?** Yes. Written complaints tend to contain more detail. If assistance is required to fill out the complaint, someone else may write out the complaint for you.

**HOW CLOSELY WILL YOU INVESTIGATE MY COMPLAINT?** Complaints will be investigated very closely. We want to find out what went wrong, if anything, and correct the problem so our working relationship with the public can be restored.

**CAN I GET IN TROUBLE FOR MAKING A COMPLAINT?** Not if you are telling the truth and filing the complaint in good faith. Prosecution may be considered in cases where the complaint is a malicious or false allegation. Allegations made by you should be based upon facts known to you and not upon hearsay information. Indiana code 35-44-2-2(d)(5) says that a person who makes a complaint against a law enforcement officer to the state or municipality (as defined in IC 8-1-13-3) that employs the officer alleging the officer engaged in misconduct while performing the officer's duties; and knowing the complaint to be false; commits false informing, a Class B misdemeanor. However, the offense is a Class A misdemeanor if it substantially hinders any law enforcement process or if it results in harm to an innocent person.

**WHAT WILL HAPPEN TO THE OFFICER?** What happens to the officer depends on the circumstances of the complaint. The Edinburgh Police Department has a discipline policy, which outlines the types of discipline that can be given to a member of the department. The Chief of Police or his designee may contact you when the investigation is completed.

**WHAT IF I AM NOT SATISFIED WITH THE INVESTIGATION?** If you are not satisfied with the results of the investigation, you may contact the Edinburgh Town Manager, who may choose to review or provide other direction. Other options available are your representative on the Town Council, or, if applicable, the County Prosecutor or a private attorney.