



Maynard Police Department

Chief Mark W. Dubois

197 Main Street

Maynard, MA 01754

OFFICER COMPLAINT INSTRUCTIONS

Dear Citizen:

It is the policy of the Maynard 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 Program.

If a person has such a complaint, it may be filed with the on duty supervisor, the Chief of Police, or the Lieutenant. 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.

Please put your contact information on the Complaint Form as an investigator may want to speak with you at a later time.

Sincerely,

Mark Dubois
Chief of Police

Phone: (978) 897-1011

Fax: (978) 897-8002



INTERNAL AFFAIRS COMPLAINT REPORT



NAME OF COMPLAINANT (LAST, FIRST, INITIAL)			
RESIDENCE ADDRESS			TELEPHONE
BUSINESS ADDRESS			TELEPHONE
NAME OF OFFICER COMPLAINED AGAINST	RANK	BADGE	CAR #
DESCRIPTION: (IF NAME IS NOT KNOWN)			
DATE & TIME OF INCIDENT [] A.M. [] P.M.		LOCATION OF INCIDENT	
DESCRIPTION OF INCIDENT			
NAME OF WITNESS	ADDRESS		TELEPHONE
NAME OF WITNESS	ADDRESS		TELEPHONE
I HAVE READ THIS COMPLAINT REPORT AND I TRULY DECLARE AND AFFIRM THAT THE STATEMENTS CONTAINED HEREIN ARE ACCURATE, TRUE, AND COMPLETE - TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AM/AM NOT WILLING TO TESTIFY AT ANY HEARING IN CONNECTION WITH THIS COMPLAINT			
SIGNATURE OF COMPLAINANT'S PARENT OR GUARDIAN IF HE/SHE IS A MINOR		SIGNATURE OF COMPLAINANT	
DATE & TIME REPORT IS RECEIVED [] A.M. [] P.M.			
NAME & RANK OF OFFICER RECEIVING REPORT		SIGNATURE OF OFFICER RECEIVING REPORT	

[illegible]