

# Police Department

Town of Upton



Massachusetts

Chief Michael J. Bradley, Jr.  
508-529-3200  
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30 School Street  
Upton, MA 01568  
[www.uptonpolice.org](http://www.uptonpolice.org)

To: Citizens Filing Complaints  
FR: Chief Michael J. Bradley, Jr. *myB*  
DT: September 16, 2010  
REL Procedure for Filing a Citizen Complaint

A relationship of trust between the employees of this Police Department and the citizens of the community is essential. All police employees are expected to conduct themselves in such a manner as to reflect favorably upon themselves and the department.

It is the policy of this Police Department to:

- A. Investigate all complaints, including anonymous complaints, against the department or a member of the department, regardless of the source of such complaints, through a regulated, fair, and impartial Internal Affairs Program;
- B. Determine whether or not such complaints are valid; and
- C. Take appropriate action.

If you have a complaint against an individual officer or the department, please request to speak to the shift supervisor who will assist you in documenting your complaint and forwarding to the Chief of Police.

# CITIZEN COMPLAINT FORM

REPORTER: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PERSONNEL INVOLVED: \_\_\_\_\_

COMPLAINT

NARRATIVE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Signature of Complainant: \_\_\_\_\_

Supervisor Notes:

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DEPARTMENT USE ONLY

CONCLUSION (to be completed by Chief of Police only)

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Chief of Police Signature: \_\_\_\_\_