

COMPLAINT FORM

(to be submitted by the person making a complaint under the PEI Police Act)

Your information:

- Name: _____
- Address: _____
- Telephone(s): _____
- Email: _____

Name of instructing officer (s) OR Director, Atlantic Police Academy (if known)

Date of the incident: _____ day of _____, 20_____
(Day) (Month) (Year)

Please describe your complaint:

(Attach additional paper if needed to describe your complaint)

Dated this _____ day of _____, 20_____
(Day) (Month) (Year)

Signature of person making complaint

(Reminder: you must sign the complaint)

If acting on behalf of an eligible complainant, please provide the name of the person for whom you are acting and your relationship to that person.

Name of person for whom you are acting

Relationship of the directly affected person
to you

Once completed, send this form to the appropriate police service:

Director
Atlantic Police Academy
66 Argus Avenue
Po Box 156,
Slemon Park, PE
C0B 2A0
Telephone: (902) 888-6700
Fax: (902) 888-6725

Manager
Office of the Police Commissioner
114 Kent Street
PO Box 427
Charlottetown, PEI
C1A7K7
Telephone: (902) 368-7200
or 1-800-877-541-7204
Facsimile: (902) 368-1123

STATEMENT OF THE COMPLAINT PROCEDURES AND RIGHTS OF THE COMPLAINANT

This statement briefly sets out the procedures that will be followed upon receipt of your complaint against **an instructional officer of the Atlantic Police Academy** in PEI and your rights under the Police Act and Regulations.

Who Sees Your Complaint?

1. Your complaint was received by the **Director, Atlantic Police Academy**. A copy of the complaint will be provided to the **instructional officer(s)** who are the subject of your *complaint* (**PLEASE NOTE: the person who is the subject of your complaint will be referred to as the “respondent” in any documents related to this complaint. You will be referred to as the “complainant”**).

Withdrawal of a Complaint

2. Should you wish to withdraw your complaint, you can deliver a signed, written notice to the **Director of the Atlantic Police Academy**. You will receive written confirmation of the withdrawal. However, if the **Director of the Atlantic Police Academy** has commenced disciplinary proceedings against the respondent(s), the **Director of the Atlantic Police Academy** may refuse to consent to the withdrawal of the complaint. You will be notified of the refusal to withdraw your complaint in writing within 15 days of the receipt of the withdrawal.

Investigations and Reports

3. Provided the complaint was received within six months after the conduct of the complaint occurred and you or the person who you are acting on behalf of (minor or a mentally incompetent person) were directly affected by the conduct, the **Director of the Atlantic Police Academy** will have the complaint investigated. The investigator will interview you, the **instructional officer** concerned and any other relevant witnesses.
4. The investigator has approximately 90 days to complete the investigation. Every thirty days you will be notified of the progress of the investigation. If further time is required to complete the investigation, you will be notified of the requirement for more time and the revised completion date of the investigation. The investigator will submit a report to the **Director of the Atlantic Police Academy**.

Informal Resolution

5. The **Director of the Atlantic Police Academy** or their delegate will consider whether your complaint can be resolved informally and will attempt to do so, but only with your consent and the consent of the **instructional officer(s)** concerned.
6. A complaint can be resolved informally only if the matter of complaint is not of a serious nature and both you and the instructing officer concerned agree in writing to the resolution.

Decision of the Director of the Atlantic Police Academy

7. The Director of the Atlantic Police Academy will review all investigation reports and may:

- a) dismiss the complaint if the complaint is found to be unsubstantiated, trivial, frivolous, vexatious, unfounded or made in bad faith;
 - b) dismiss the complaint if the complainant has refused to accept a fair and reasonable resolution of complaint; or
 - c) begin disciplinary proceedings against the officer.
8. You will be informed in writing of the decision made by the Director of the Atlantic Police Academy.

Review by the Police Commissioner

9. If you are not satisfied with the decision of the ***Director of the Atlantic Police Academy***, with respect to the complaint, you may contact the Office of the Police Commissioner to request an independent review of the decision. A request for review of a decision must be made in writing and be delivered to the Office of the Police Commissioner within 30 days of being notified of the decision.