

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 police officer(s) OR chief of police and the police service they represent (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:

Charlottetown Police
Services 10 Kirkwood Drive
P O Box 98 Charlottetown,
PE C1A 7K2
Telephone: (902) 29-4172
Facsimile: (902) 894-5508

Kensington Police Services
Commercial Street
P O Box 494, Kensington, PE
C0B 1M0
Telephone: (902) 836-4499
Facsimile: (902) 836-4261

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

Summerside Police Services
270 Foundry Street,
Summerside, PE
C1N 1G1
Phone: (902) 432-1201
Fax: (902) 436-4118

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 officer of a municipal police force** in PEI and your rights under the Police Act and Regulations.

Who Sees Your Complaint?

1. Your complaint was received by the **Chief of Police of the municipal police force involved in your complaint**. A copy of the complaint will be provided to the **police 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 **Chief of Police**. You will receive written confirmation of the withdrawal. However, if the **Chief of Police** has commenced disciplinary proceedings against the respondent(s), the **Chief of Police** 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 **Chief of Police** will have the complaint investigated. The investigator will interview you, the **police 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 **Chief of Police**.

Informal Resolution

5. The **Chief of Police** 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 **police 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 police officer concerned agree in writing to the resolution.

Decision of the Chief of Police

7. The Chief of Police 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 Chief of Police.

Review by the Police Commissioner

9. If you are not satisfied with the decision of the ***Chief of Police***, 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.