DEVILS LAKE POLICE DEPARTMENT

222 West Walnut St • Devils Lake, North Dakota 58301 • Phone 701-662-0700

JASON TOSO
CHIEF OF POLICE

BEN HARKNESS
DEPUTY CHIEF

HOW TO MAKE A COMPLAINT

1. If you wish to make a complaint about the actions of a Police Officer, other department employee, or about any aspect of Police Operations, please complete one of the following steps:

   a. Come to the department and tell any employee that you want to make a complaint.

   b. Contact the department and tell the person answering the phone that you want to make a complaint.

   c. Write out your complaint and mail it to the Chief of Police.

2. A Supervisory Officer will assist you in filling out the report.

3. Your complaint will then be investigated. You may be contacted and asked additional questions about your complaint.

4. If it is going to take a long time to investigate your complaint, you will be notified, telling you approximately when you can expect a reply.

5. When your complaint has been investigated, the Chief of Police, or designee, will review the investigation and will contact you regarding the outcome.

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REPORT OF COMPLAINT AGAINST POLICE PERSONNEL

COMPLAINANT NAME: _____

ADDRESS: _____

PHONE: (H) _____ (W) _____

DATE/TIME OF INCIDENT: _____

LOCATION OF INCIDENT: _____

NAME OF OFFICER(S): _____

NAME OF WITNESS(ES) _____PHONE: _____

STATEMENT OF ALLEGATIONS:

I understand this statement will be submitted to the Devils Lake Police Department and may be the basis for an investigation. I certify these allegations are true and correct and agree to cooperate in an investigation of this matter if requested. This statement is given voluntarily without persuasion, coercion or promise of any kind.

SIGNATURE OF COMPLAINANT: _____ DATE: _____

SIGNATURE OF RECEIVING OFFICER: _____ DATE: _____