



Groveland Police Department

JEFFREY T. GILLEN

Chief of Police

181 Main Street

Groveland, MA 01834

Tel. (978) 521-1212

Fax (978) 374-7676

jgillen@grovelandpolice.com



Employee and Department Complaint Instructions

1. Please fill out the attached Groveland Police Department Complaint Form. The form will be given to the Officer in Charge of the shift and a copy of your complaint will be given to the complainant to serve as a receipt of the complaint.
2. The completed written complaint will be submitted to the Administrative Lieutenant for investigation.
3. A status of the investigation will be given within 30 days of the submission of the complaint. If the investigation takes longer than 30 days, the complainant will be updated at least every 30 days on the status.
4. The Lieutenant will provide a summary report of the findings to the Chief of Police for a final review.
5. The Lieutenant will provide the response to the complaint.
6. An appeal of the investigation findings must be submitted to The Chief of Police within 7 days of the Lieutenant's response to the complaint.

ALL COMPLAINTS AGAINST AN EMPLOYEE OF THE DEPARTMENT WILL BE PROCESSED AND INVESTIGATED.



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Groveland Police Department Complaint Form

Name of Complainant

Date of Birth

Phone

Address

Name of Involved Employee

Rank

Badge #

Name of Involved Employee

Rank

Badge #

Date of Incident

Time of Incident

Location of Incident

Nature of Complaint: Describe in your own words all details you consider necessary for the police department to investigate your complaint (use additional sheet if needed).

Name of Witness

Phone

Address

I understand that I will be informed of the results of the police investigation and disposition of my complaint.

CIRCLE ONE: I (am) / (am not) willing to testify at any hearing relating to this complaint.

I have read the above written statement and it is true and accurate to the best of my knowledge.

Signature of Complainant or Parent/Guardian (if minor)

Signature of Witness

Date Received/Reported

Officer Receiving Complaint

Rank