DATE RECEIVED: **Brandon Police Department** RECEIVED BY OFFICER: Physical: 1455 West Government St., Brandon, MS 39042 BRANDON PD CASE NO: _ Mailing: PO Box 790, Brandon, MS 39043 BRANDON POLICE DEPARTMENT POLICE OFFICER OR CIVILIAN EMPLOYEE COMPLIMENT OR COMPLAINT FORM LAST NAME FIRST NAME MIDDLE NAME Address (Street) CITY STATE ZIP RESIDENCE PHONE NO CELL PHONE NO **BUSINESS PHONE NO** PLEASE COMPLETE THIS FORM PROVIDING AS MUCH DETAIL AS POSSIBLE AND HAND DELIVER IT TO ANY SUPERVISOR ON DUTY AT THE BRANDON POLICE DEPARTMENT, OR MAIL IT USING THE ADDRESS ABOVE. **INSTRUCTIONS** FOR COMPLAINTS, PLEASE INCLUDE NAMES, ADDRESSES AND TELEPHONE NUMBERS FOR YOURSELF AND ANY WITNESSES. A SUPERVISOR OR INTERNAL AFFAIRS INVESTIGATOR MAY CONTACT YOU LATER FOR MORE DETAILS, OR TO ADVISE YOU OF THE OUTCOME OF THE COMPLAINT. SPECIFIC DETAILS RELATED TO PERSONNEL MATTERS CANNOT BE DISCLOSED. Name of Officer Badge Number Name of Officer Badge Number Name of Officer Name of Officer Badge Number Badge Number Location of Incident Date of Incident Time of Incident FULL DESCRIPTION OF COMPLIMENT OR COMPLAINT (CONTINUE ON BACK, IF NECESSARY)

I have filed this complaint with another agency / agencies: $\ \square$ YES $\ \square$ No AGENCY NAME DATE FILED I swear and affirm that I have read all of the information above, and that the information I have provided here is

a true and accurate account of this incident, to the best of my knowledge and belief.

DESCRIPTION OF COMPLIMENT OR COMPLAINT (CONTINUED)



The Internal Affairs Unit is committed to conducting fair, unbiased and expedient investigations into allegations of misconduct on the part of police officers and civilian employees of the Brandon Police Department. Citizens and employees can feel confident that matters of concern will be addressed in the appropriate manner.

Please note that submitting a complaint on a police officer or civilian employee does not have any effect on the status of charges, sentencing, or court appearances for any person. Only the courts have jurisdiction over those matters. A complaint against a police department employee is a separate administrative matter entirely.

Submitting a Compliment:

Anyone who wishes to compliment a police officer or civilian employee should prepare a description of the officer or employee's performance and hand deliver it to any police department supervisor on duty, or mail it to:

Brandon Police Department Attn: Chief of Police PO Box 790 Brandon, MS 39043

All compliments received will be forwarded to the Chief or Assistant Chief.

Submitting a Complaint:

Persons wishing to file a complaint on any police officer or civilian employee may do so by calling or visiting the Brandon Police Department, 24 hours a day.

Informal verbal complaints may be made by calling (601) 825-7225 and requesting to speak with the patrol supervisor. If the supervisor on duty is busy a message may be left for them, and the supervisor will attempt to make contact with the caller before the end of that shift.

If a formal written complaint is desired, the supervisor on duty will make the necessary arrangements to provide a complaint form. The complaint form may be filled out and submitted at that time, or taken with the complainant to complete and bring back later. Please provide any available supporting documents or witness statements at the time of the complaint.

Formal written complaints will be forwarded promptly and confidentially to the Chief or Assistant Chief. They will review all complaints and assign the appropriate personnel for follow up.