





## Completed by Complainant

I, \_\_\_\_\_ have read this complaint report in its entirety and my signature below is testimony that the information contained herein is truthful and accurate to the best of my knowledge. I understand that a Supervisor from Chilmark Police Department will contact me about the complaint and that a thorough investigation of the incident will be completed. I further understand that this is an official police report and as such, if it is determined I have intentionally made false statement I may be charged criminally in a court of law.

Signed under the pains and penalties of perjury this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Signature of Complainant

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Signature of Parent or Guardian if complainant is under 18 years old

## Investigation Procedure

Once your inquiry or complaint is received, it will be thoroughly investigated by the Chief of Police or a person designated by the Chief of Police. The investigation will usually include a review of all applicable reports, policies and procedures, examination of any evidence or medical records, and interviews with all parties and witnesses. Some inquiries may be resolved within one day, while more complex investigations will likely take several weeks to complete. The Chief of Police reviews every inquiry and complaint. If the Chief determines that an employee violated department policies or procedures, appropriate corrective action is taken. The Chief's review will also include looking for ways to improve policies, procedures and training.

The Chief will review the complaint and findings. This review is to assure that the investigation was handled thoroughly and objectively.

## Findings

You will receive a response from the department within thirty (30) days regarding the status or conclusion of the investigation.

You will receive written notification of the Chief's findings. There are four possible findings:

**Sustained** – The complaint was valid and supported by sufficient evidence.

**Not Sustained** – There was inadequate or insufficient evidence to either prove or disprove the complaint.

**Unfounded** – The allegations were baseless and without foundation.

**Exonerated** – The complaint was unjustified or unwarranted as the actions of the accused department employee were in compliance with law or in accordance with department rules, regulations, policies and procedures.

The complaint form can be mailed or emailed to the following:

PO BOX 340  
Chilmark, MA 02535

Chief Sean Slavin  
sslavin@chilmarkma.gov

Sgt. Garrison Vieira  
gvieira@chilmarkma.gov

**Official Use Only**

Date Report is Received: \_\_\_\_\_

Time:

How Complaint is Received: \_\_\_\_\_

Name of Officer Receiving Report: \_\_\_\_\_

Signature of Officer Receiving Report: \_\_