



Weston Police Department

CITIZEN COMMENDATIONS & COMPLAINTS

The Weston Police Department is committed to providing law enforcement services that are fair, effective, and impartially applied. A relationship of trust and confidence between the employees of the Weston Police Department and the citizens of the community is essential to the successful accomplishment of law enforcement objectives. It is in the best interest of everyone that each complaint about the performance of the Weston Police Department or an individual officer is resolved fairly and promptly. The Weston Police Department has formal procedures for investigating all complaints. These procedures ensure fairness and protect the rights of both citizens and employees. It is also important to acknowledge and commend department employees for the outstanding and professional performance of their duties. This form shall serve to recognize those commendations as well complaints against the agency or its employees.

If you file a commendation or complaint:

1. You will be provided with a copy of your written commendation/complaint, which can be either provided verbally in person or over the phone, mailed, emailed, or dropped off at the Weston Police Department, 180 Boston Post Road By-pass, Weston, MA 02493.
2. Your commendation/complaint will be sent to the Operations Captain, who will assign it to a Weston Police Department supervisor to fully, thoroughly, and promptly investigate the matter.
3. You will be contacted by the assigned investigating supervisor in order to be clear on the details of your complaint.
4. You will be notified in writing of the outcome of the investigation into a complaint.
5. If the outcome reveals that a crime occurred, the District Attorney's Office will be notified and/or consulted with, and you may be required to testify in court.
6. If the investigation results in an officer being charged with a violation of departmental rules and regulations or policies and procedures, you may be asked to testify at a departmental hearing.
7. If the investigation shows that the complaint is unfounded or not sustained, or that the officer acted properly, the matter will be considered closed.

It is unlawful to provide information which you do not believe is true.

Any questions concerning the Internal Affairs Investigative process should be directed to Captain Thomas Kelly, Operations Captain, at 781-786-6213, or email Kelly.T@Police.WestonMA.gov.



Weston Police Department

180 Boston Post Road By-pass
Weston, Massachusetts 02493

ADM #: _____

For Official Use Only

Citizen Commendation/Complaint Report

CITIZEN INFORMATION

Name:	Date of Birth:	Date and Time:	
Address:	City:	State:	Zip Code:
Business Address:	City:	State:	Zip Code:
Email:	Business Phone:		
Home Phone:	Cell Phone:		

INCIDENT INFORMATION

Officer(s) Involved: (If more than one-please state)

Name:	Badge (if known):	Cruiser Number (if known):
Name:	Badge (if known):	Cruiser Number (if known):

Location of Incident:

Date:	Time:
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Please Provide a Brief Summary of Commendation or Complaint:

*If more space is needed, please attach a separate sheet

WITNESS INFORMATION

Name of Witness #1		Home Address:		
Home Phone:	Cell Phone:	City:	State:	Zip Code:
Business Address:		Email Address:		
City:	State:	Zip Code:	Business Phone:	
Name of Witness #2		Home Address:		
Home Phone:	Cell Phone:	City:	State:	Zip Code:
Business Address:		Email Address:		
City:	State:	Zip Code:	Business Phone:	

***If more space is needed, please attach a separate sheet**

TO THE BEST OF MY KNOWLEDGE, THE ABOVE STATEMENT IS AN ACCURATE AND TRUE ACCOUNT OF THE INCIDENT:

Complainant Signature:

Date:

Complainant Name (Printed):

Weston Police Official (Printed):	Signature:
Date:	Time:
Please give a signed copy as a receipt	

In the event that this is a complaint about either the agency or an officer, you will receive a response from the Weston Police Department within thirty (30) days regarding the status or conclusion of the investigation.