



Ref No.	
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PART A - INITIAL COMPLAINT

How complaint received	Time	Date	Place / Telephone
	By whom		

Complainant	Mr/Mrs/Miss/Other:		Occupation:		
	Forenames :				
	Surname:		D.O.B.:	P.O.B.:	
	Address:		Ethnic Origin White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Other <input type="checkbox"/>		
			Telephone - Work:		
		Postcode:	Telephone - Home:		

Nature and Details of Complaint / incident	Time:	Date:	Place:
	Name of party and nature of complaint/incident:		

Signature of Complainant:

Can this complaint be informally resolved at source: YES / NO	If YES proceed to Part B. If NO proceed to Part C to be completed.
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PART B – INFORMAL RESOLUTION

I have had the informal procedure explained to me and wish my complaint to be resolved in this way:

- 1. Not serious.
- 2. Satisfied with the explanation given, or an apology if appropriate.
- 3. May be resolved informally

Complainant's signature:..... Date:.....

1. Complainants views obtained	YES / NO	6. Given advice	YES / NO
2. Advised complainant of intention to convey views	YES / NO	7. Meeting arranged between complainant and	YES / NO
3. Interviewed	YES NO	8. Revisited complainant	YES /NO
4. Acquainted with details of complaint	YES / NO	Date:	
5. Admitted substance of allegations (see below)	YES / NO	9. Explanation offered to complainant	YES / NO
		10. Complainant accepts that no further action will be taken	YES / NO

Explanation (to be completed by reporting Constable).

Additional remarks, if any, in relation to informal resolution:

Constable / Dean signature: Date:

NOTES: NO WRITTEN STATEMENTS NEED BE OBTAINED IF THE MATTER IS INFORMALLY RESOLVED.

PART C - FORMAL COMPLAINT

Additional details of complaint:

Form to be hand written

Complainant's signature: Date:

PART D – REPORT

To be completed where complaint has been informally resolved - otherwise write initial action & comment (if relevant include details of witnessed other officers).

Form to be hand written

[Large empty rectangular box for handwritten report content]

Signature: Name:
(of reporting Constable/Dean)