

Town of Ossining Police Department Commendation or Complaint Report

Citizen's information (person reporting commendation or complaint)

Citizen's Name	Home Phone No.	Daytime Phone No.
Address (Inc. street address, city, state & zip code)		

Commendation/Complaint Information (please check type of report) Commendation Complaint

Incident Date & Time	Incident Location	Event # & Case # (if known)
Officers Name	2 nd Officers Name (if appl.)	3 rd Officers Name (if appl.)
Witnesses Name, Address, Telephone Number		
Witnesses Name, Address, Telephone Number		
Describe Basis for Commendation or Complaint (attach additional statement, if necessary)		

False Statements made herein are punishable as a Class A Misdemeanor, pursuant to Section 210.45 of the Penal Law.	Citizen's Signature	Date
--	---------------------	------

If you have questions, please call the Town of Ossining Police Department at (914) 762-6007. Or contact us at TOPD@BestWeb.net and/or www.townofossining.com

Receipt & Disposition Information (to be completed by the Town of Ossining Police Department)

Officer Receiving Report	Date & Time Received	Investigation Assigned To (and Date)
Commendation <input type="checkbox"/> Officer <input type="checkbox"/> File	Date Formal Complaint Initiated	Final Disposition Date

Citizen Commendations & Complaints

The Town of Ossining Police Department welcomes citizens' recognition of Police Officers performing in a quality manner. Citizen commendations will be forwarded to both the commended Officer and to his or her personnel file.

Department Complaints

The Town of Ossining Police Department and its members are committed to maintaining integrity and discipline, and in maintaining a relationship with the community of public trust and confidence. In an effort to maintain integrity, discipline, public trust and public confidence, the Town of Ossining Police Department has a formal complaint policy to accept and investigate allegations of employee misconduct.

The formal complaint process requires that all complaints be accepted, investigated, and followed through to a logical conclusion of fact. If appropriate, officers will be disciplined for misconduct according to the Town of Ossining Police Department's disciplinary procedure.

Commonly Asked Questions

Question: How do I file a Town of Ossining Police Department officer **commendation** report and/or a **complaint** against an officer of the Town of Ossining Police Department?

Answer: Complete the Commendation or Complaint Report Form (attached) and drop it off at or mail to the:

**Town of Ossining Police Department
85 Old Rte 100
Briarcliff, New York 10510**

Or you may call the Town of Ossining Police Department at (914) 762-6007 and an officer will assist in the expeditious and impartial processing of your report. You will then be contacted for follow up.

Question: Are anonymous complaints accepted?

Answer: We do not encourage anonymous complaints because they are difficult to investigate; however, if an anonymous complaint is filed, it will be investigated to the fullest extent possible.

Question: What happens after I file a complaint?

Answer: A supervisor will investigate the complaint. All investigations will be conducted promptly and shall be completed within 15 days unless the Chief of Police grants an extension. The supervisor assigned to the investigation will follow through to a logical conclusion. You will then be notified, in writing, regarding the disposition of the investigation.