



# Town of Chester Police Department

79 Laroe Road  
Chester, NY 10918

Office: (845) 469-7000  
Fax: (845) 469-7994  
police@thetownofchester.org  
Chief Daniel J. Doellinger, NA

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## PERSONNEL COMPLAINT FORM

In order to have a complete investigation of your complaint conducted, the information below must be completed. Once this form is completed, it should be returned to a supervisor at your earliest convenience. The form can be dropped off at the police station, mailed to the above address or emailed to the above address.

Once the investigation of your complaint is completed, you will be notified of the completion of the investigation, however laws may prohibit the release of specific information regarding employee discipline.

**NOTE: If the investigation substantiates your complaint, your attendance at a departmental disciplinary hearing may be required.**

NAME OF COMPLAINANT:

HOME ADDRESS:

HOME PHONE:

CELL PHONE:

WORK ADDRESS/PHONE:

NAME OF POLICE OFFICER:

INCIDENT DATE & TIME:

INCIDENT LOCATION:

DETAILS OF THE INCIDENT:

Separate pages may be attached if required. Each page must be signed and dated at the end.

### NOTICE

In a written instrument, any person who knowingly makes a false statement, which such person does not believe to be true, has committed a crime under the laws of the State of New York punishable as a Class A Misdemeanor. (Penal Law Section 210.45)

Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

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*Community Commitment*



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## PERSONNEL COMPLAINT CONTINUATION FORM

In order to have a complete investigation of your complaint conducted, the information below must be completed. Once this form is completed, it should be returned to a supervisor at your earliest convenience. Once the investigation of your complaint is completed, you will be notified of the completion of the investigation, however personal privacy laws prohibit the release of specific information regarding employee discipline.

**NOTE: If the investigation substantiates your complaint, your attendance at a departmental disciplinary hearing may be required.**

NAME OF COMPLAINANT:

DETAILS OF THE INCIDENT:

Separate pages may be attached if required. Each page must be signed and dated at the end.

### NOTICE

In a written instrument, any person who knowingly makes a false statement, which such person does not believe to be true, has committed a crime under the laws of the State of New York punishable as a Class A Misdemeanor. (Penal Law Section 210.45)

Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Page Number: \_\_\_\_\_ of \_\_\_\_\_

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*Community Commitment*