MOUNT AIRY POLICE DEPARTMENT

POLICE COMMENDATION OR COMPLAINT FORM

INSTRUCTIONS: Complete both pages of this form, including the Narrative Section beginning on page 3. Please print legibly. Complete all items to the best of your knowledge. Missing or incomplete information may result in delays. Attach any copies of documentation that may be relevant to your complaint/commendation. Please notify us immediately if you have a change of address, phone number, or there are changes to your complaint/commendation.

I. PERSON COMPLETING THIS FORM

Do you need an interpreter: ☐ Yes ☐ No If Yes, in which language? _____

1. Name (First, MI, Last) ☐ Anonymous Complaint/I do not want to share my name or personal information (Skip to Officer Information Section, page 2.)	2. Home Address Same as Mailing ☐ Yes ☐ No		3. City	4. State	5. Zip
6. Date of Birth (MM/DD/YYYY)	7. Age	8. Race/Ethnicity	9. Gender/Gender Identity		
10. Contact Number ☐ Mobile ☐ Home ☐Other	11. Other Contact Number ☐ Mobile ☐ Home ☐Other		12. Email Address		
13. Location of Incident	14. Date of Incident (MM/DD/YYYY)		15. Time of Incident ☐ A.M. ☐ P.M.		
16. Were you directly involved in the incident? ☐ Yes ☐ No	17. Were you arrested during the incident? ☐ Yes ☐ No		18. Did you receive a ticket and/or summons for this incident? ☐ Yes ☐ No		
19. Were you physically injured during this incident? ☐ Yes ☐ No	20. If physically injured, was medical attention provided? ☐ Yes ☐ No				

21. If physically injured, please briefly describe the injury and how it occurred in this box and in the Narrative Statement, which begins on Page 3:

_____

II. VICTIM INFORMATION (If different from person completing this form)

22. Victim's Name (First, MI, Last) ☐ The person completing this form is the victim. (Skip to Officer Information Section, page 2.)	23. Home Address Same as Mailing ☐Yes ☐No		24. City	25. State	26. Zip
27. Date of Birth (MM/DD/YYYY)	28. Age	29. Race/Ethnicity	30. Gender/Gender Identity		
31. Contact Number ☐ Mobile ☐ Home ☐Other	32. Other Contact Number ☐ Mobile ☐ Home ☐Other		33. Email Address		

III. OFFICER INFORMATION (To the best of your knowledge)

34. Officer's Name (First, MI, Last)		35. ☐ On Duty ☐ Off Duty ☐ Unknown	36. ☐ Uniformed ☐ Plainclothes	37. ☐ Marked Vehicle ☐ Unmarked Vehicle ☐ Other
39. Age	40. Race/Ethnicity	41. Gender/Gender Identity	42. ID#	43. Rank

IV. WITNESS INFORMATION (If applicable)

45. Witness's Name (First, MI, Last)	46. Home Address Same as Mailing ☐Yes ☐No		47. City	48. State	49. Zip
50. Date of Birth (MM/DD/YYYY)	51. Age	52. Race/Ethnicity	53. Gender/Gender Identity		
54. Contact Number ☐ Mobile ☐ Home ☐Other	55. Alternate Contact Number ☐ Mobile ☐ Home ☐Other		56. Email Address		

V. MEDIATION

Are you interested in mediating this complaint? Mediation offers a safe space for complainants and police officers to discuss and resolve the complaint in a fair and impartial way by creating understanding and actively participating in finding a solution. Please be advised, if mediation is successful, no disciplinary action will be taken against the police officer.

57. ☐ Yes, I am interested in mediating this complaint	58. ☐ No, I am not interested in mediating this complaint	59. ☐ I do not know/I need more information about mediation

VI. SIGNATURE OF PERSON COMPLETING THIS FORM

I understand that this statement will be submitted to the Mount Airy Police Department will be the basis for an investigation. The facts contained in my narrative statement are true to the best of my knowledge and belief. In addition, I declare and affirm that I have given my statement voluntarily and without persuasion, coercion, or promise of any kind.

Please Print Name: _____

Signature: _____ Date: _____

POLICE COMMENDATION OR COMPLAINT FORM
Narrative Statement

To the best of your ability, please write what happened, when it happened, where it happened, who was involved, how it happened, and why you believe it happened. Also include the outcome you want to see. Please do not leave any detail out of your statement. If you are making a commendation: Which officer would you like to commend, and why? Please do not leave anything out of your statement.

POLICE COMMENDATION OR COMPLAINT FORM
Narrative Statement (Continued)