

## APPENDIX # 1

### BATH POLICE DEPARTMENT

#### HOW TO MAKE A COMPLAINT

1. If you wish to make a complaint about the actions of an employee or about any aspect of our law enforcement operations, please:
  - a. Come to the agency and tell any employee that you want to make a complaint; or
  - b. Call the agency or the City Manager's office and tell the person answering the phone that you want to make a complaint; or
  - c. Write your complaint and mail it to the Chief of Police.
  - d. Write your suggested resolutions.
2. A supervisory employee will assist you in filling out report of complaint against law enforcement personnel form. This form asks you to identify yourself and then to give specific details about your complaint.
3. Your complaint will then be investigated. You may be contacted and asked additional questions about your complaint.
4. If the investigation of your complaint is going to take a long time, you will receive a letter telling you approximately when you may expect a reply.
5. When your complaint has been investigated, the Chief of Police will review the investigation and will write you a letter explaining what has been found out about the matter.