## Complaint Form

Office of the Police Complaint Commissioner British Columbia, Canada

Non-Registered Complaint

If you wish to file a complaint against an officer with a municipal police department, please complete the form below. Please fill in as much information as possible and additional pages may be attached if required.

## What you should know:

By completing this form and submitting your complaint to our office, you will be entitled you as a Complainant to various rights under the *Police Act*, including:

- Participating in a mediation session or informal resolution
- Being kept informed of the progress of the investigation
- Receiving a final investigation report

How do you wish to proceed? (please check one):

- Given the opportunity to make submissions on the complaint, adequacy of the investigation, and what you feel are appropriate disciplinary or corrective measures
- If not satisfied with the outcome, the ability to appeal the decision

If you simply want the police department and the OPCC to know about your concerns, but do not wish to participate in the formal complaint process, you may file a "Non-Registered Complaint". Depending on the information provided, it may or may not result in an investigation and you will not have the same rights as a Complainant as set out above. ALL complaints – Registered or Non-Registered – are recorded and reviewed by the OPCC.

If you would like further information about the *Police Act* complaint process before making your decision, please visit the OPCC website at <a href="https://www.opcc.bc.ca">www.opcc.bc.ca</a> or call at 1 877-999-8707.

Registered Complaint

Your Details:		
* Indicates this information is required in order	to process your complaint. Please be as precise a	s possible.
_ast Name: *	First Name: *	Title (eg. Mr)
Mailing Address (or where you'd like to be	contacted): Date of Birth:	
	Home telephone:	(Year / Month / Day)
Email address:	Cell phone:	
* Plea	ase provide at least 1 way in which we can contact	you *
Details of the Complaint:		
	(Year / Month / Day)	
When did the incident happen? *	(Year/Month/Day)  Substitute (Year/Month/Day)  Police File #	
When did the incident happen? * Where did the incident happen? * Name of the Police Department involved: *		(if known):
When did the incident happen? * Where did the incident happen? * Name of the Police Department involved: * Name or badge number of Officer(s) – if kn	Police File #	(if known):
When did the incident happen? * Where did the incident happen? * Name of the Police Department involved: * Name or badge number of Officer(s) – if kn	own:  t their names and contact information (if known)	(if known):

## **Description of Complaint** Please describe your complaint and the details of what occurred. If required, you may attach additional pages: \_ of \_ Page \_\_\_\_ I affirm the information I have provided in this form is correct and true to the best of my knowledge. Signature of Complainant Date signed The information contained in this form relating to your complaint is collected and disclosed to the investigating agency pursuant to Part 11 of the Police Act. If you have any questions or any concerns regarding the complaint process, please contact the Office of the Police Complaint Commissioner. The completed form may be submitted to any municipal police department or submitted directly to: The Office of the Police Complaint Commissioner $5^{th}$ Floor, 947 Fort Street , PO Box 9895 Stn Prov Govt, Victoria, BC V8W 9T8 Tel: 250 356-7458 Fax: 250 356-6503 Website: www.opcc.bc.ca A wide variety of support groups are available to assist you with the complaint process. For help finding the right support group for your needs, please call our office at 1 877-999-8707 and ask for the Support Group Co-ordinator. A complete list of support groups is also available on our website. To be completed by the person receiving this complaint: I hereby acknowledge receipt of the above-noted complaint, Received on (Year/Month/Day) (Time) (Name of person receiving complaint) Agency receiving complaint: How was the complaint received? By webmail □ In person $\square$ By mail $\square$ By phone □ On Line If received orally, contents of complaint read back to Complainant? Yes $\square$ No $\square$ Copy of complaint acknowledging receipt provided to Complainant? Yes ☐ No ☐ Forwarded to OPCC: □ Date sent: