Montgomery County Department of Police

CITIZEN COMPLIMENT & COMPLAINT FORM

INTERNAL AFFAIRS DIVISION

Isiah Leggett
Montgomery County Executive

J. Thomas Manger
Chief of Police

For further assistance, contact the
INTERNAL AFFAIRS DIVISION
240-773-6000
www.montgomerycountymd.gov/police

DEPARTMENT OF POLICE
INTERNAL AFFAIRS DIVISION
100 Edison Park Drive
Gaithersburg, Maryland 20878

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 88 ROCKVILLE, MD
POSTAGE WILL BE PAID BY ADDRESSEE

MONTGOMERY COUNTY MARYLAND
INTERNAL AFFAIRS DIVISION
100 EDISON PARK DRIVE
GAITHERSBURG, MD 20878

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

Compliment and Complaint Form

We, the Montgomery County Police, are committed to providing the highest quality of police services by empowering our members and the community to work in partnership with the goal of improving the quality of life within Montgomery County, while at the same time maintaining respect for individual rights and human dignity.

Our goal is to ensure that our employees are guided by the principles that every individual has infinite dignity and worth, and that we must show respect for the citizens we serve and for the men and women of the Department.

A compliment or complaint, and its subsequent investigation, causes the police to examine the service that we provide to our community and to make necessary improvements in the way we provide those services.

Each complaint will be investigated and appropriate follow up actions taken. You will be informed of the results of the investigation initiated by your complaint. For more information, see the Citizen Compliment and Complaint Process brochure.

If you have a complaint or you would like to compliment an employee, you can fill out this form and either mail it or drop it off at the Internal Affairs Division. Please call 240-773-6000 if you have any questions or need assistance filling out the form.

Complaints can be filed on actions by any Police Department employee.

From County Executive Isiah Leggett and Chief J. Thomas Manger

Thank you for taking your time to let us know how the Montgomery County Police Department can improve the services we deliver.

We are committed to community policing, which depends on a close working partnership between residents and law enforcement. Your feedback helps us to more effectively protect persons and property in the County.

Again, thank you for contacting us.

DEPARTMENT OF POLICE
MONTGOMERY COUNTY, MARYLAND

MCP 580
Rev. 11/07

COMPLIMENT/COMPLAINT FORM

Compliment OR Complaint Form *(Circle One)*

OFFICE USE ONLY
Date Received: _____
Time Received: _____
Initials: _____

Instructions:

1. Fill out form. Please print or type legibly. For TTY/TDD 240-773-6000.
2. **Complaints alleging brutality by a police officer must be sworn to, notarized, and received by the Department within 90 days of the incident.**
3. Submit/mail this form to the Internal Affairs Division.
4. You will be contacted in writing upon receipt of the Compliment/Complaint form.

Name: _____ Date: _____

Date of Birth: _____ Sex: _____ Race: _____ Home Phone: _____ Work Phone: _____

Street Address: _____ Apt. Number: _____

City: _____ State: _____ Zip Code: _____

Location or address where incident occurred: _____

Date of incident: _____ Time: _____ a.m./p.m. (circle one) Incident No. (if known) _____

Witness' Name(s): _____ Phone No.: _____

Witness' Address(es): _____

Name of Employee(s) Involved: _____

Briefly describe what happened (attach additional sheets of paper, if needed): _____

NOTARY SEAL

FUNCTION CODE: 301
CALEA: 52.1.12
PROPONENT UNIT: Internal Affairs Division