

Sanford Police Department



City of Sanford, Maine
935 Main Street
Sanford, Maine 04073
(207) 324-3644 Fax (207) 324-9199

Thomas P. Connolly, Jr.
Chief of Police
(207) 324-9170 Ext. 200

Timothy E. Strout
Deputy Chief of Police
(207) 324-9170, Ext. 202

May 1, 2009

An Open Letter to All Citizens Regarding Complaints Against Sanford Police Department Employees

Dear Citizen:

As a professional Chief of Police who leads a professional Police department, I am confident that my employees always provide police service in a competent, ethical, and fair-minded manner. An important aspect of that competent, ethical and fair-minded service is the swift and objective resolution of alleged acts of misconduct. It is the policy of the Sanford Police Department to receive ALL complaints of misconduct, regardless of the type of complaint, when the misconduct occurred, time of day, location, or status of the person making the complaint.

Citizen Complaint Forms are available in the lobby of the Police Department and in the Office of the Town Clerk. Please fill out the Citizen Complaint Form legibly and completely. If information is omitted, it may affect the disposition of the complaint. If you need help filling out a Citizen Complaint Form, any Police Department employee will assist you. A Citizen Complaint Form will be mailed to you if you so request.

You have my assurance that all reasonable allegations of misconduct will be investigated by a competent supervisor. In order for an objective investigation to be completed, you must cooperate fully with the investigating supervisor, to include keeping scheduled appointments and answering reasonable questions. My supervisors will do their best to accommodate your schedule, but please understand that compromise is necessary. I promise that you will not be harassed or demeaned during the course of the investigation.

When the investigation is completed, it will be reviewed personally by me. You will be notified by mail when the investigation is completed, and you will know the result of that investigation. Normally, all investigations of employee misconduct will be completed within 60 days; on rare occasions, complex investigations may require more time.

Please feel free to call my office and let me know if any of the assurances made in this letter have not been provided. Thank you for the opportunity to serve you.

Sincerely,

A handwritten signature in black ink that reads "Thomas P. Connolly, Jr." in a cursive style.

Thomas P. Connolly, Jr.
Chief of Police

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CITIZEN COMPLAINT FORM

TODAY'S DATE _____

YOUR NAME: _____
(Last) (First) (Middle) (Date of Birth)

YOUR ADDRESS: _____
(Street) (Apt #)

(City or Town) (State) (Zip) (Home phone with area code)

WHERE CAN YOU BE REACHED DURING THE DAY? _____
(Address) (Telephone #)

WHEN AND WHERE DID THE INCIDENT THAT YOU ARE COMPLAINING ABOUT OCCUR? _____

DESCRIBE, OR LIST THE NAME(S) OF, THE EMPLOYEE(S) INVOLVED:

(1) _____ Car # _____

(2) _____ Car # _____

(3) _____ Car # _____

WHAT IS YOUR COMPLAINT? PLEASE DESCRIBE WHAT HAPPENED IN YOUR OWN WORDS. (If necessary, use the back of this form or extra paper and attach to this form):

YOUR SIGNATURE DATE

WITNESS TO YOUR SIGNATURE

FALSE STATEMENTS ARE PUNISHABLE BY LAW

Maine Criminal Code, 17-A, §453 Unsworn Falsification: A person is guilty of unsworn falsification if: with the intent to deceive a public servant in the performance of his official duties, he makes any written false statement which he does not believe to be true...

PLEASE MAIL, HAND-DELIVER OR FAX THIS FORM TO THE SANFORD POLICE DEPARTMENT