

**LAWRENCEVILLE POLICE DEPARTMENT
INSTUCTIONS ON:
HOW TO MAKE A COMPLAINT**

1. If you wish to make a complaint about the actions of an employee or about any aspect of employee operations, please:
 - a. Come to the Lawrenceville Police Department and tell any employee that you want to make a complaint; or
 - b. Call the Lawrenceville Police Department 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.
2. A supervisory officer will assist you in filling out a **Report of Complaint on Department 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. Completing and signing this form or requesting that this complaint form be completed on your behalf is done with the knowledge that the form is completed as an affidavit and the filing of false information may be treated as filing a false report to the Lawrenceville Police Department.
5. If it is going to take a long time to investigate your complaint, you will receive a letter telling you approximately when you may expect a reply.
6. When your complaint has been investigated, the Chief will review the investigation and will notify you that the complaint investigation has been completed.

