Citizen Complaint

A relationship of trust between the employees of this Department and the citizens of the community is essential. As such, all police employees are expected to conduct themselves in such a manner as to reflect favorably upon themselves and the department.

To a large degree, the public image of this department is determined by how well it responds to allegations of misconduct against the department or its officers.

It is the policy of this department to:

A. Investigate all complaints, including anonymous complaints, against the department or a member of the department, regardless of the source of such complaints, through a regulated, fair, and impartial Internal Affairs Program. A determination will be made as to whether or not such complaints are valid; and

B. Take appropriate action.

   a. The procedure for filing a complaint against an employee or the agency is available to the public and is posted;

      1) On the department web site; and

      2) In the lobby of the police facility.

   b. A standard complaint report form should be used to record all complaints of misconduct, mistreatment, or unethical practices against Police personnel, whether registered by a citizen, initiated from within the Police Department, or forwarded by another governmental agency.

Police Chief,
Daniel C. Rosa

Town of Billerica
Police Department

Good Street
Billerica, Ma 01821
Ph. (978) 671-0900 FAX (978) 670-2762

Case # _____

Date: _____

Time: _____

Statement Form

Name: Last _____ **First** _____ **MI** ____

DOB _____ **SS#** _____ **LIC#** _____ **St** _____

Address _____

City _____ **St** _____ **Zip code** _____

Home Phone _____ **Cell Phone** _____

Officer(s) Involved (If applicable) _____

I HEREBY SUBMIT THE FOLLOWING STATEMENT:

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THIS STATEMENT AND FACTS CONTAINED HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE:

SIGNATURE _____ **DATE** _____

SIGNATURE OF PARENT OR GUARDIAN (if under 18) _____

SIGNATURE OF SUPERVISOR (IF REQUIRED) _____

PRINTED NAME OF SUPERVISOR _____

PAGE _____ OF _____

*If this statement involves a complaint against a BPD employee the complainant will receive a response from the Billerica Police Department within 60 days regarding the status or conclusion of the investigation.

Statement Form Continued

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