
Internal Affairs/Personnel Complaints

1010.1 INTRODUCTION

The internal affairs function is important to the maintenance of professional conduct within the department. The integrity of the department at large depends on the individual credibility, integrity and discipline of each employee. To a very large extent, public confidence in the agency is determined by the quality of the internal affairs function in responding to allegations of misconduct by the agency or its employees. This directive outlines policies and procedures intended to detect the need for corrective actions when department members act improperly, to protect members when they are unjustly criticized or accused, and to promote public confidence in the quality of the department. Furthermore, mistakes or even malicious and deliberate false reports and accusations are sometimes made against members of the Department or the Department in general. In some instances, the most conscientious and hard working members will be the subject of such reports. Therefore, this agency encourages citizens to register complaints about the conduct of agency employees whenever the citizen feels the conduct was improper or illegal. This agency will make every effort to ensure that no adverse consequences result for complainants or persons providing information in any investigation of a complaint. Any department member who knowingly subjects a complainant or witness to recrimination of any sort will be disciplined. Complaints will be processed in an open and expeditious manner in accordance with the procedures contained in this chapter.

1010.2 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation, and disposition of complaints regarding the conduct of members of the Maple Grove Police Department (Minn. R. 6700.2200). This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment, or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1010.3 POLICY

The Maple Grove Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules, Department Directives and Orders, and the requirements of any joint powers agreement (JPA) and memorandum of understanding (MOU).

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1010.4 DEFINITIONS

For the purpose of this policy the terms set forth below are defined as follows:

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Chief of Police - The designated head and highest ranking board-licensed peace officer within the department.

City Policy - City of Maple Grove Personnel Policy Manual

Complainant - A person who submits a complaint to the Chief of Police alleging misconduct by an agency member.

Complaint - A written statement, received in any form as described in 1010.5.2 made to or by the Chief of Police alleging misconduct.

Department - The Maple Grove Police Department.

Formal Statement - The questioning of an agency member in the course of obtaining a recorded, stenographic, or signed statement to be used as evidence in a disciplinary proceeding against the agency member.

Infractions - Includes violation(s) of department policy, city policy, procedure, rules, or regulations defining transgressions that are not major violations.

Internal Affairs Investigative Authority - The command or supervisory personnel or the agency assigned the authority by the Chief of Police to conduct an investigation into a non-criminal complaint.

Major Violations - Includes violation(s) of:

- (a) The use of unnecessary or excessive force;
- (b) Criminal misconduct;
- (c) Abuse of authority;
- (d) Conduct which violates a person's civil rights;
- (e) Corruption;
- (f) Abusive or insulting language or conduct which is derogatory of a person's race, color, creed, religion, age, sex, national origin or sexual preference, marital status, familial status, public assistance status, disability, handicap, or political affiliation;
- (g) Sexual harassment as that term is defined under Minnesota law;
- (h) Intimidation or retribution toward a complainant or witness involved in any complaint proceeding.

May - Means, as used herein, that the action is permissible.

Member - Any person who is employed or appointed by the Maple Grove Police Department including licensed officers, part-time officers, non-sworn employees, and volunteers.

Misconduct - Includes, but is not limited to, the following:

- (a) Infractions as defined by this policy;
- (b) Major Violation as defined by this policy;

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- (c) the conviction of any criminal offense.

Policies and Procedures - The administrative rules adopted by the agency regulating the conduct of agency members and the City of Maple Grove Personnel Policy Manual adopted by the City Council.

Shall/Will - Means, as used herein, that the action is mandatory.

1010.5 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, could constitute a violation of department policy, City Policy, or of federal, state or local law, policy, or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate or reasonably lead to a violation of any department policy, City Policy or federal, state or local law, policy, or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1010.5.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the Chief of Police is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which the Chief of Police determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member as determined by the Chief of Police depending on the seriousness and complexity of the investigation.

Incomplete - A matter that cannot be reasonably investigated to a conclusion, including instances in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. An incomplete determination will be made at the discretion of the Chief of Police who may order that the matter be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

1010.5.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person, or by telephone.
- (b) Any department member becoming aware of alleged misconduct shall immediately notify their assigned supervisor. If their assigned supervisor is not available after reasonable attempts have been made to make contact (e.g., in person, radio, or telephone), the department member shall notify the next available supervisor. The person at the next level of command, via the chain of command, will be notified if the next available supervisor is unavailable.

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- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (d) Anonymous and third-party complaints shall be accepted and investigated to the extent that sufficient information is provided. If there is reason to believe the complaint is unfounded, the Chief of Police may require an anonymous complainant to identify himself/herself. If the complainant refuses to do so, the Chief of Police may refuse to accept a complaint and shall advise the anonymous person of the fact.
- (e) Any agency member shall self-report to the Chief of Police and to the Peace Officer Standards and Training Board any action, inaction, or condition of that agency member which the agency member reasonably believes would constitute grounds for disciplinary action under any of the Peace Officer Standards and Training Board's regulatory provisions.
- (f) Tort claims and lawsuits may generate a personnel complaint.
- (g) The Minnesota Board of Peace Officer Standards and Training (POST) may refer complaints alleging a violation of a statute or rule that the board is empowered to enforce (Minn. Stat. § 214.10, Subd. 10).
- (h) Any person making a complaint may be accompanied by an attorney or other representative, including at the time the complaint is made.

1010.6 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1010.6.1 CITIZEN/PERSONNEL COMPLAINT FORM (CPCF)

The Maple Grove Police Department CPCF will be maintained in a clearly visible location in the public area of the police facility and be accessible through the police department's website. CPCFs in languages other than English may also be provided, as determined necessary or practicable.

[See attachment: Citizen-Personnel Complaint Form.pdf](#)

1010.6.2 ACCEPTANCE

All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person, electronic means, or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take a complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a Citizen Personnel Complaint Form and forward it to the Chief of Police via the chain of command.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs, videos, or other electronic or physical evidence may be obtained as necessary.

1010.6.3 CITIZEN/PERSONNEL COMPLAINT FORM (CPCF) COPIES

After a complaint is filed, the accepting member should sign the CPCF, keep a copy for the department and provide a copy to the complainant.

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1010.7 DOCUMENTATION

Supervisors shall ensure that all formal and informal complaints are documented on a Citizen Personnel/Complaint Form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints shall be documented, by the Chief of Police or designee, in a log that records and tracks complaints. The log shall include the nature of the complaint, the actions taken to address the complaint, and a final disposition of the complaint. On an annual basis, the Chief of Police will conduct a review and audit of the log. The log will be used for any required reporting purposes such as annual reporting to POST.

1010.8 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows (Minn. R. 6700.2200).

1010.8.1 COMMAND/SUPERVISORY PERSONNEL RESPONSIBILITIES (INTERNAL AFFAIRS INVESTIGATIVE AUTHORITY)

The responsibility for the investigation of a personnel complaint shall rest with the Chief of Police. The Chief of Police may direct command or supervisory personnel or any outside agency to investigate any complaint. The personnel or agency assigned to investigate the complaint is the designated Internal Affairs Investigative Authority. Generally, the investigation of any complaint will be conducted by a Division Commander. While managing the investigation of a complaint the Internal Affairs Investigative Authority is delegated authority of the Chief of Police for the purpose of directing the investigation.

The responsibilities of supervisory personnel include, but are not limited to:

- (a) Ensuring that upon receiving or initiating any formal complaint, a CPCF is completed.
 - (a) The original CPCF will be directed to the Division Commander of the accused member, via the chain of command. The Division Commander will review the complaint with the Chief of Police. The Chief of Police will determine what action will be taken and determine who will have responsibility for the investigation.
 - (b) In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member's Division Commander or the Chief of Police who will initiate appropriate action.
- (b) Responding to all complaints in a courteous and professional manner.
- (c) Resolving complaints involving infractions that can be resolved immediately.
 - 1. Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint.
 - 2. If the matter is resolved and no further action is required, the supervisor will note the resolution on a CPCF and forward the form to the Chief of Police via the chain of command.

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- (d) Promptly contacting the Chief of Police and the Department of Human Resources for direction regarding their roles in addressing a complaint that relates to sexual, racial, ethnic, or other forms of prohibited harassment or discrimination.

Major violations will be investigated by the Internal Affairs Investigative Authority appointed by the Chief of Police. These investigations will normally be conducted by a Division Commander. Upon receipt of a complaint of a major violation the supervisor will ensure a Division Commander and the Chief of Police are notified via the chain of command as soon as practical.

Infractions will ordinarily be investigated by line supervisors operating in a supervisory capacity, after the complaint is reviewed by the Chief of Police. Complaints or citizen concerns expressing a difference of opinion between a citizen and an officer over the issuance of charges do not come under the purview of this chapter. However, when a case involves an allegation that an officer committed an infraction involving aggravating factors (e.g., history of infraction violations), the supervisor will notify their Division Commander and the Chief of Police via the chain of command. The Chief of Police will determine the appropriate Internal Affairs Investigative Authority to be designated to investigate the infraction.

1010.8.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by command or supervisory personnel or an assigned outside agency, the following shall apply to employees covered by the Peace Officer Discipline Procedures Act (Minn. Stat. § 626.89):

- (a) When the Chief of Police orders an administrative investigation, the Chief of Police will assign an Internal Affairs case number and designate the Internal Affairs Investigative Authority.
- (b) Unless waived by the member, interviews of an accused member shall be at the Maple Grove Police Department, the Maple Grove Government Center, or at a place agreed upon by the accused employee. An investigator may not interview an employee at that person's home without the employee's prior permission (Minn. Stat. § 626.89, Subd. 4)
- (c) No more than two interviewers should ask questions of an accused member. Prior to any interview, a member should be informed of the nature of the investigation.
- (d) No member should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.
- (e) A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Garrity* advisement and after the investigator has consulted with the prosecuting attorney.
- (f) All members subjected to interviews that could result in discipline have the right to have a union representation upon the member's request.
- (g) All members shall provide complete and truthful responses to questions posed during interviews.

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- (h) No member may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.
- (i) A member may not be required to produce financial records (Minn. Stat. § 626.89, Subd. 11).
- (j) A member's photograph will not be released unless allowed by law (Minn. Stat. § 626.89, Subd. 12).

In addition, the following will apply when a formal statement is taken:

- (a) Interviews of an accused member shall be conducted during reasonable hours and preferably when the member is on-duty (Minn. Stat. § 626.89, Subd. 7). If the member is off-duty, he/she shall be compensated.
- (b) Unless waived by the member, interviews of an accused member shall be at the Maple Grove Police Department, the Maple Grove Government Center, or at a place agreed upon by the accused employee. An investigator may not interview an employee at that person's home without the employee's prior permission (Minn. Stat. § 626.89, Subd. 4).
- (c) The member shall be given a written summary of the allegations or a copy of any written complaint signed by the complainant (Minn. Stat. § 626.89, Subd. 5).
- (d) All interviews should be for a reasonable period and the member's personal needs should be accommodated (Minn. Stat. § 626.89, Subd. 7).
- (e) The interviewer shall record all interviews of members and witnesses. The member may also record the interview. A complete copy or transcript of the interview must be made available to the member upon written request without charge or undue delay. If the member has been previously interviewed, a copy of that recorded interview shall be provided to the member prior to any subsequent interview (Minn. Stat. § 626.89, Subd. 8).
- (f) All members subjected to interviews that could result in discipline have the right to have an uninvolved representative or attorney present before or during the interview (Minn. Stat. § 626.89, Subd. 9). When a member requests a representative or attorney, no interview may be taken until a reasonable opportunity is provided for the member to obtain that person's presence. However, in order to maintain the integrity of each individual's statement, involved members shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
- (g) Before a formal statement is taken, the employee shall be advised in writing or on the record that admissions made may be used as evidence of misconduct or a basis for discipline (Minn. Stat. § 626.89, Subd. 10).

1010.8.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

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Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1010.8.4 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - A fair preponderance of the evidence established that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - A fair preponderance of the evidence established that the investigation discloses that the alleged act(s) occurred but that the act(s) was justified, lawful, and/or proper.

Not sustained - The investigation failed to disclose sufficient evidence to prove or disprove the allegations made in the complaint.

Sustained - A fair preponderance of the evidence obtained in the investigation established that the accused person's actions constituted misconduct.

Policy Failure - The allegation is factual. The officer followed proper departmental procedures, which have been proven to be faulty.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1010.8.5 COMPLETION OF INVESTIGATIONS

The Internal Affairs Investigative Authority assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within 45 days from the date the Chief of Police assigns the case to an Internal Affairs Investigative Authority. This may be extended only with the permission of the Chief of Police. Failure to meet that timeline will not invalidate the Internal Affairs Investigations.

Notice to the complaining party shall be provided as soon as practicable following final disposition provided that said notice is consistent with the provisions of the Minnesota Government Data Practices Act (Minn. Stat. § 13.43 Subd. 2; Minn. R. 6700.2200). If the complainant supplies

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additional information within thirty (30) days of the initial determination, the Chief of Police may reverse the decision and order a formal investigation.

The investigation may be re-opened by the Chief of Police at any time if substantial new evidence is discovered concerning the complaint.

1010.8.6 EXTERNAL INVESTIGATIONS

The Chief of Police may request that an outside agency conduct an investigation anytime the Chief of Police determines an external investigation is appropriate.

This department should not conduct an investigation when the Chief of Police is the subject of the complaint. Complaints involving the Chief of Police shall be referred to the City Administrator.

1010.9 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces, and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio, or other document or equipment.

1010.10 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police may temporarily assign an accused member to administrative leave with the approval of the City Administrator or City Council as required by City Policy. Any member placed on administrative leave:

- (a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.
- (c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The member may be required to remain available for contact at all times during such shift, and will report as ordered.

1010.11 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, the Chief of Police will identify an outside agency to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation. A criminal investigation will generally take precedence over the administrative investigation.

The Chief of Police shall be notified immediately as circumstances reasonably allow when a member is accused of criminal conduct.

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A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

The Maple Grove Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1010.12 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, the Internal Affairs Investigative Authority shall forward the investigative report to the Chief of Police through the chain of command. Upon receipt of a completed investigative report, the Chief of Police shall review all the reports, supporting documents, and evidence and decide whether a violation has occurred. The Chief of Police will give final approval of a case disposition classification as recommended by the Internal Affairs Investigative Authority (See 1010.8.4 Dispositions for reference).

1010.12.1 CHIEF OF POLICE RESPONSIBILITIES/ACTION

Once the Chief of Police is satisfied that no further investigation or action is required by the Internal Affairs Investigative Authority, the Chief of Police shall deem the investigation final. Discipline, if any, will be determined and administered based upon the requirements of the collective bargaining agreement, if applicable, and City policy.

1010.12.2 MINNESOTA POST INVESTIGATIONS

POST may require an administrative investigation based upon a complaint alleging a violation of a statute or rule that the board is empowered to enforce. Any such misconduct allegation or complaint assigned to this department shall be completed and a written summary submitted to the POST executive director within 30 days of the order for inquiry (Minn. Stat. § 214.10, Subd. 10).

1010.13 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1010.14 POST-DISCIPLINE APPEAL RIGHTS

The employee has the right to appeal using the procedures established by any collective bargaining agreement and/or City of Maple Grove personnel policy (Minn. R. 6700.2200).

1010.15 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and the Minnesota Government Data Practices Act, Minn. Stat. § 13.43.

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1010.15.1 CONFIDENTIALITY OF PERSONNEL FILES

All active investigations of alleged misconduct and personnel complaints shall be considered confidential and maintained separately from peace officer personnel files. The contents of such files shall not be revealed to other than the involved employee or authorized personnel, except pursuant to lawful process, such as Minn. R. 6700.2500. Data in closed files shall be designated as public, private, or confidential as required by the Minnesota Government Data Practices Act, Minn. Stat. Section 13.43 or other applicable sections.

1010.15.2 LETTERS OF DISCIPLINE AND REPRIMANDS

Letters of discipline and reprimands may only be placed in an employee's personnel file after they are received by the employee (see generally Minn. Stat. § 626.89, Subd. 13).

Department Directive 1010 - Internal Affairs/Personnel Complaints

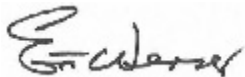
Effective Date: July 11, 2017

Re-released on March 2, 2020 - no substantive changes, position title update within policy.

Cancels and replaces Department Directive - Internal Affairs/Personnel Complaints, Dated: July 6, 2017

Cancels and replaces General Order 148 - Complaint Review Policy, Dated: December 14, 1998

Is issued by order of:



Eric T. Werner, Chief of Police

Attachments

Citizen-Personnel Complaint Form.pdf



MAPLE GROVE POLICE DEPARTMENT CITIZEN/PERSONNEL COMPLAINT FORM

THIS FORM IS TO BE COMPLETED BY THE SUPERVISOR RECEIVING THE COMPLAINT

Complaint received by: Employee notified of complaint: <input type="checkbox"/> Yes <input type="checkbox"/> No	Complaint Received: Date: Time:	<input type="checkbox"/> Informal <input type="checkbox"/> Formal <input type="checkbox"/> Incomplete
CITIZEN / PERSONNEL NAME: Name: _____ Phone: _____ Address: City/State/ZIP:	WHERE/WHEN INCIDENT OCCURRED: Date: Approx. Time: Location:	
EMPLOYEE(S) INVOLVED: 1. 2. 3.		
DETAILS: 		
NAMES OF WITNESS(ES), Include Full Name, Address, Phone Number: 1. 2.		
POSSIBLE POLICY VIOLATIONS:		
SIGNATURE – ACCEPTING MEMBER	DATE:	
SIGNATURE – SERGEANT (SUPERVISOR)	DATE:	
SIGNATURE – CAPTAIN	DATE:	
SIGNATURE – CHIEF OF POLICE	DATE:	
THE INVESTIGATION MUST BE COMPLETED WITHIN 45 DAYS UNLESS AN EXTENSION IS AUTHORIZED BY CHIEF OF POLICE. Assigned Internal Affairs Investigative Authority: _____ " _____" Date: _____		Internal Affairs Case # <input type="checkbox"/> Infraction <input type="checkbox"/> Major Violation <input type="checkbox"/> Criminal
DISPOSITION: <input type="checkbox"/> Unfounded - A fair preponderance of the evidence established that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded. <input type="checkbox"/> Exonerated - A fair preponderance of the evidence established that the investigation discloses that the alleged act(s) occurred but that the act(s) was justified, lawful, and/or proper. <input type="checkbox"/> Not sustained - The investigation failed to disclose sufficient evidence to prove or disprove the allegations made in the complaint. <input type="checkbox"/> Sustained - A fair preponderance of the evidence obtained in the investigation established that the accused person's actions constituted misconduct. <input type="checkbox"/> Policy Failure - The allegation is factual. The officer followed proper departmental procedures, which have been proven to be faulty.		

**MAPLE GROVE POLICE DEPARTMENT
CITIZEN/PERSONNEL COMPLAINT FORM**

THIS FORM IS TO BE COMPLETED BY THE SUPERVISOR RECEIVING THE COMPLAINT

A large, empty rectangular box with a thin black border, intended for the supervisor to complete the complaint form.