

APPENDIX #1:

Lincoln Police Department
COMPLAINTS AGAINST LAW ENFORCEMENT AGENCY PERSONNEL

HOW TO MAKE A COMPLAINT:

1. If you wish to make a complaint about the actions of a police officer or any aspect of police operations, please:
 - A. Come to the department and tell any employee that you want to make a complaint; or
 - B. Call the department or the town manager's office and tell the person answering the phone that you want to make a complaint; or
 - C. Write your complaint and mail it to:

**Chief of Police
Lincoln Police Department
21Fleming St, Lincoln, ME 04457**

2. A supervisory officer will assist you in filling out a report of the "Police/Citizen Complaint" 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 for additional questions about your complaint.
4. 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.
5. When your complaint has been investigated, the Chief of Police will review the investigation and will write you a letter explaining what has been found out about the matter.