Blades Police Department

Commendation / Complaint Form

20 West Fourth Street
Blades, Delaware 19973
Phone: (302) 629-7329

Office Use Only:
IA#: _____
Initials: _____
Date: _____

Instructions: If you would like to praise a Blades Police Department employee, or file a complaint against a police employee, please write legibly and fill out this form. Personal information will not be disclosed to the public, unless required by law. You can submit this form by mailing or returning it to the Blades Police Department at the address given at the top of this page.

I wish to file a (please check one): ☐ **Commendation** ☐ **Complaint**

If you are filing a complaint, indicate the type of complaint you wish to file (you must check one):

☐ ***Formal Complaint:*** Involves a serious allegation of misconduct, and I want my complaint officially investigated, for which discipline may be imposed, if the allegation(s) are sustained.

☐ ***Informal Complaint:*** Involves a minor complaint or concern, and I only want my complaint/concerns on record. I understand it will be for informational purposes only, will not be formally investigated. However, the matter will be discussed with the employee(s) involved.

Information about you:

Last Name	First Name	MI	Date of Birth

Street Address and APT#	City	State	Zip Code

Race:	Sex: ☐ Male ☐ Female	Hispanic / Non-Hispanic:	Email Address:

Home Phone	Work Phone	Cell Phone

Are you filing this on behalf of someone else? ☐ *Yes* ☐ *No. If Yes, then complete this section.*

Last Name	First Name	MI	Date of Birth

Street Address and APT#	City	State	Zip Code

Race:	Sex: ☐ Male ☐ Female	Hispanic / Non-Hispanic:	Email Address:

Home Phone	Work Phone	Cell Phone

Information about the incident:

Location or Address of Incident:	Date of Incident:	Time of Incident:

Name or ID# of Officer or Employee:		Name or ID# of Officer or Employee:
Witness Name	Cell Number:	Street Address and APT#:
Witness Name	Cell Number:	Street Address and APT#:

Nature of action: *Check all that apply and briefly describe what happened on page 2 of this form.*

☐ Extremely helpful	☐ Very caring/Empathetic	☐ Professional conduct
☐ Did a great job	☐ Made an extra effort	☐ Rudeness, discourtesy, or offensive language
☐ Excessive and/or improper use of force	☐ Bias-based profiling	☐ False arrest
☐ Violation of civil rights	☐ Unlawful search and/or seizure	☐ Corruption
☐ Departmental procedure or tactics	☐ Dishonesty/truthfulness	☐ Documentation Purposes Only ☐ Other

I attest that the above information and my statement is true and correct to the best of my recollection.
Signature:_____ Date: _____

☐ The citizen has received a copy of this page and a Commendation/Complaint Brochure.

Receiving Officer's Signature: _____ ID#: _____

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Continuation Page

I attest that the above information and my statement is true and correct to the best of my recollection.

Signature:_____ Date: _____