



COTTAGE CITY DEPARTMENT

COMPLAINT AGAINST POLICE PRACTICES

Headquarters:
3820 40th Avenue
Cottage City, Maryland 20722
301-927-9225

TODAY'S DATE: _____

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YOUR NAME: _____
(LAST) (FIRST) (MIDDLE) (DATE OF BIRTH)

YOUR ADDRESS: _____
(STREET)

(CITY, STATE, ZIP CODE) (PHONE NUMBERS)

WHERE CAN YOU BE REACHED DURING THE DAY? _____
(ADDRESS) (PHONE NUMBERS)

IF YOU ARE VISITING THE WASHINGTON AREA, WHERE CAN YOU BE CONTACTED IN THIS AREA?

(ADDRESS) (PHONE NUMBERS)

WHEN AND WHERE DID THE INCIDENT THAT YOU ARE COMPLAINING ABOUT OCCUR? _____
(DATE & TIME)

(ADDRESS OF INCIDENT OR DESCRIBE LOCATION/AREA IN DETAIL)

LIST THE NAME(S) OF THE OFFICER(S) INVOLVED IF YOU KNOW THEM

1) _____ ID# _____ 2) _____ ID# _____
3) _____ ID# _____ 4) _____ ID# _____

ARE THESE OFFICERS FROM THE COTTAGE CITY POLICE DEPARTMENT OR FROM SOME OTHER AGENCY?

COTTAGE CITY POLICE _____ OTHER (PLEASE LIST) _____

PLEASE LIST ANY IDENTIFICATION OF THE OFFICER(S) THAT YOU KNOW (CAR NUMBER, PHYSICAL DESCRIPTION, ETC.) _____

LIST THE NAME(S) AND ADDRESS(ES) OF ANY WITNESS(ES) TO THE EVENT YOU ARE COMPLAINING ABOUT

1) _____ 2) _____

WHAT IS YOUR COMPLAINT? PLEASE DESCRIBE WHAT HAPPENED IN YOUR OWN WORDS. (USE EXTRA PAPER, IF NECESSARY, AND ATTACH TO THIS FORM)

PLEASE READ THE REVERSE SIDE OF THIS FORM

YOUR SIGNATURE _____

WITNESS TO YOUR SIGNATURE _____

RECEIVED BY THE POLICE DEPARTMENT _____ BY MAIL _____ IN PERSON

BY: _____ ID#: _____ DATE & TIME: _____

THE FOLLOWING INFORMATION IS PROVIDED FOR COMPLAINTS OF EXCESSIVE FORCE OR POLICE BRUTALITY. THIS INFORMATION IS NOT INTENDED TO DISCOURAGE LEGITIMATE COMPLAINTS AGAINST POLICE OFFICERS. THE VALIDITY OF A THOROUGH INVESTIGATION DEPENDS UPON TIMELY AND TRUTHFUL INFORMATION.

Maryland Public Safety Code, 3-104 (C) (1) (I-IV) and 3-104 (D) and 2016 MD Legislation HB1016

A complaint against a law enforcement officer, alleging brutality in the execution of his duties, may not be investigated unless the complaint is sworn to under penalty of perjury by one of the following: the aggrieved person; a member of the aggrieved person's immediate family; any person with firsthand knowledge obtained as a result of the presence at the alleged incident; someone who has a video recording of the incident, that, to the individuals knowledge, is unaltered, or; by the parent or guardian in the case of a minor child. An investigation which could lead to disciplinary action under this subtitle for brutality may not be initiated and an action may not be taken unless the complaint is filed within 366 days of the alleged brutality.

Maryland Public Safety Code, 3-113

Any person who knowingly makes a false statement, report or complaint in the course of an investigation or any proceeding conducted under the provisions of this subtitle is subject to the same penalties as provided in Maryland Criminal Law Code Annotated, 9-501. (1977, ch. 366.)

Maryland Criminal Law Code Annotated, 9-501

Any person who makes a false statement, report or complaint, or who causes a false statement, report or complaint to be made, to any peace or police officer of any county, city or other political subdivision of this State, knowing the same, or any material part thereof, to be false and with intent to deceive and with intent to cause an investigation or other action to be taken as a result thereof, shall be deemed guilty of a misdemeanor and upon conviction shall be subject to a fine of not more than \$500 or be imprisoned not more than 6 months, or both.

**THIS SECTION MUST BE COMPLETED FOR COMPLAINTS OF
EXCESSIVE FORCE OR POLICE BRUTALITY**

I do solemnly declare and affirm under penalty of perjury that I have read or have had read to me the foregoing laws pertaining to this complaint and that the contents of this document are true and correct to the best of my knowledge and belief.

SIGNATURE

(DATE)

WITNESS SIGNATURE

(DATE)

Witness Address:

Witness Phone:

Cottage City Department
Complaint Against Police Practices
Form Completion Instructions

After the Adobe PDF form is downloaded onto your computer screen:

For complaints NOT INVOLVING police brutality:

- 1) Print a copy of page 1
- 2) Fill out the form completely with as much detail as possible
- 3) Incomplete information may delay the investigation
- 4) Make 2 extra copies of the completed form
- 5) The completed original and one copy may be hand delivered to Cottage City Police Station
 - The Police Department will take possession of the original form and 1 copy
 - You should keep 1 copy for your records
- 6) Or mail the original and 1 copy to:

Cottage City Police
3820 40th Avenue,
Cottage City, Maryland 20722

For complaints INVOLVING police brutality:

- 1) Print 3 copies each of pages 1 and 2
- 2) Fill out all 3 copies of page 1 completely with as much detail as possible
- 3) Incomplete information may delay the investigation
- 4) Cause the completion of all 3 copies of page 2 by:
 - A witness
- 5) You can hand deliver 2 of the completed copies of pages 1 and 2 to Cottage City Police Station
 - You should keep 1 copy of page 1 and 2 for your records
- 6) Or mail 2 of the completed copies of pages 1 and 2 to:

Cottage City Police
3820 40th Avenue,
Cottage City, Maryland 20722