



Making a Complaint about a Special Constable

Who Can Make a Complaint?

Any person may make a complaint about a Chatham-Kent Police Service Special Constable, with the exception of the people listed in the next section, to the Chief of the Chatham-Kent Police Service by completing the *Complaints About a Special Constable Form*.

A complaint may be made on behalf of:

- a. a person who is a minor, by the person's parent or guardian; or
- b. person who is incapable as defined in the *Substitute Decision Act*, and who is not a minor, by their substitute decision-maker under the *Act*.

A complainant may act through an agent in respect to a complaint.

Who Cannot Make a Complaint?

The following persons are not permitted to make a complaint about a Chatham-Kent Police Service Special Constable, as set out above, and instead must follow the application procedure under Section 183 or Section 185 of the *Community Safety & Policing Act, 2019*:

- a. other members of the Chatham-Kent Police Service;
- b. the Minister of Community Safety and Correctional Services;
- c. the Inspector General, a Deputy Inspector General or an Inspector appointed under Section 111 of the *Community Safety & Policing Act, 2019*;
- d. the Complaints Director, a Deputy Complaints Director, and an employee or an Investigator of the Law Enforcement Complaints Agency; and
- e. the Director or an employee or Investigator in the Special Investigations Unit.

Investigations

The Chatham-Kent Police Service will ensure that any complaint about the conduct of a Special Constable is investigated to determine whether their conduct constitutes misconduct, contravenes the terms and conditions of their Certificate of Appointment or contravenes any provision of the *Community Safety & Policing Act, 2019* and will take appropriate action to remedy any contravention.

The Chatham-Kent Police Service will endeavour to complete any investigation of a Special Constable within 120 days after receiving the complaint, not including any period during which the investigation is postponed or suspended and subject to any extensions.

The Chatham-Kent Police Service will, in writing, advise the complainant of the outcome of the investigation of the complaint.



Complaint about a Special Constable Form

1. Is this complaint related to an ongoing criminal Court proceeding? Yes No
2. Is this complaint about something that happened to you? Yes No
3. How would you like correspondence to be sent to you? Mail Email

COMPLAINANT DETAILS

First Name: _____

Last Name: _____

Date of Birth: _____
DD/MM/YY

If you are under the age of 16, please provide your Guardian's name and contact information:

First Name: _____

Last Name: _____

Street Address: _____

City: _____

Province: _____

Postal Code: _____

Phone #: _____

Email Address: _____

SPECIAL CONSTABLE DETAILS

First Name: _____ Badge #: _____

First Name: _____ Badge #: _____

If there are more than two Special Constables, please include that information in the Complaint Details section.

COMPLAINT DETAILS

Where did the incident(s) occur that led to your complaint? If you do not know the address or street names, please include landmarks, etc

Address: _____

Closest Intersection: _____

City: _____

When did the incident(s) occur? If there is more than one incident, include each date.

Date: _____ Time: _____ AM/PM

Date: _____ Time: _____ AM/PM

Complaints may be screened out if they are made more than six months after the incident. If the incident occurred more than six months ago, please provide the reason(s) for the delay in filing your complaint:

What is your complaint about?

Describe in detail what specifically happened to cause you to make a complaint. Consider the following:

TRANSLATOR'S DECLARATION

NOT APPLICABLE

APPLICABLE (*if application complete the following*)

I, (print name) _____

declare that I have accurately translated the content of this form for the complainant from
English to (insert language) _____

I am proficient in both languages and was able to communicate fully with the complainant. The complainant has indicated that they fully understand the content and answers provided.

Signature: _____ Day: ____ Month: _____ Year: _____

I used a translator to fill out this form and I will need to arrange for a translator in the event of an interview. Yes No

ACCOMMODATION

NOT APPLICABLE

APPLICABLE (*if application complete the following*)

If you have a disability, accommodations are available under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*.

Please indicate how we may accommodate you:

DECLARATION

I certify that the information provided on this form is true. I understand that the information on this form will be provided to the Chief of the Chatham-Kent Police Service, in care of their Professional Standards Unit.

Name: _____
(please print)

Signature: _____

Date of Birth: _____
DD/MM/YY

If you are represented by an agent, please have them contact the Chatham-Kent Police Service at professionalstandards@chatham-kent.ca.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The personal information that you have provided on this complaint form is collected by the Chatham-Kent Police Service under the *Community Safety & Policing Act, 2019*. The information will be used to investigate your complaint. If you have any questions about privacy protection, please contact the Freedom of Information Coordinator Jennifer Warwick at 519-436-6699 x 80224 or jenniferwar@chatham-kent.ca.

For Police Use Only:

Intake Officer Name: _____ **Badge #:** _____

Date Received: _____

Please send this complaint form and any additional information to:

Chief of Police
Chatham-Kent Police Service
24 Third St.
Chatham ON N7M 5K5
P.O. Box 366

or

professionalstandards@chatham-kent.ca Attn: Chief of Police