



VILLAGE OF MILLBROOK

35 MERRITT AVENUE PO BOX 349 MILLBROOK, NY 12545

TEL: 845-677-3939 FAX: 845-677-3972

VILLAGEOFMILLBROOKNY.COM

TIM COLLOPY
MAYOR

SARAH WITT
CLERK/TREASURER

NICOLE ZEKO
DEPUTY CLERK

Village of Millbrook Civilian Complaint Procedure

Purpose: To define the procedures to file a complaint, investigate the complaint, and determine the appropriate actions to resolve the complaint.

Procedure:

- 1) Complaints shall be filed with the Village Mayor at the Village Hall in writing using the attached Civilian Complaint Form containing the following information:
 - a. Name, address, and phone number of complainant;
 - b. Date, time, and location of incident;
 - c. Name of the officer, employee or official against whom the complaint is being filed;
 - d. Witnesses to the incident: names, addresses, and phone numbers of the witnesses;
 - e. Statement of the incident;
 - f. Signature of complainant*.

Any complaints initially made verbally or by phone call or e-mail must be followed by submission of a signed complaint form. Any complaint made directly to an officer of the Police Department, or an employee or official of the Village must be forwarded by such officer, employee or official to the Mayor.

In the event the Mayor is the subject of, or a witness to the incident alleged in the complaint, the complaint shall be filed with, or referred to, the Deputy Mayor.

- 2) The Mayor or his designee may determine the appropriate action and attempt to resolve the complaint.
- 3) If the Mayor or his designee deems it necessary, the complaint will be referred to the Community Review Board ("CRB") which shall be comprised of the Deputy Mayor, an appointed non-trustee resident of the Village and the Officer-in-Charge ("OIC"). If the OIC is the subject of the complaint, then the Deputy Mayor will appoint another Millbrook Police Officer to replace the OIC.
- 4) Reappointment of the resident member will be considered at the annual Village Re-Org meeting.
- 5) The CRB shall, to the extent possible, maintain the confidentiality of the complainant, the officer, employee or official against whom the complaint is being filed and any witnesses throughout its investigation.



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- 6) Nothing herein contained shall abridge any rights the employee may have under the law.
- 7) This CRB will meet to review the complaint and decide how it will investigate the matter. This shall include interviewing the complainant, the officer, employee or official and any witnesses to the incident, plus any other means necessary for the CRB to fully understand the issue.
- 8) The CRB will then present its findings and recommendations in a written report to the Board of Trustees of the Village.
- 9) The Board of Trustees will then determine what action(s) will be taken.
- 10) The officer, employee or official will be notified of the results of the investigation and the recommended action by the Board of Trustees.
- 11) The complainant will be informed by the Mayor of the outcome of the investigation.

**Note: False statements made herein are punishable as a Class A Misdemeanor pursuant to section 210.45 of the NYS Penal Law.*



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Civilian Complaint Form

Name of Complainant:

Address:

Phone Number:

Date, time, and location of incident:

Who the complaint is filed against:

Witnesses (Name(s), Address(es), Phone Number(s)):

Statement of Incident: (Attach additional sheets if more space is necessary)

Signature of Complainant: _____ Date: _____

I understand that this statement may be the basis of an investigation. I state that the facts stated herein are true and accurate to the best of my knowledge, under penalty of perjury. This statement has been made by me voluntarily without persuasion, coercion or promise of any kind. I understand that the employee against whom this complaint is being made may be entitled to a hearing if any disciplinary proceedings result and that I agree to testify under oath concerning all matters relevant to this complaint during such hearing.

Note: False statements made herein are punishable as a Class A Misdemeanor pursuant to section 210.45 of the NYS Penal Law.