



WASHINGTONVILLE POLICE DEPARTMENT

38 East Main Street
Washingtonville, NY 10992
(845) 496-9123
Fax (845) 496-4103

Brian S. Zaccaro
Chief of Police

PERSONNEL COMPLAINT FORM

If you would like to make a formal written complaint about the actions of a member of the Washingtonville Police Department, please complete the following page(s) at your earliest convenience.

- 1) Any police officer, supervisor or Chief of Police can assist you with filling out the personnel complaint form. You will be asked to identify yourself and give specific details about your complaint.
- 2) Your complaint will then be investigated by the Chief of Police or his designee. You may be contacted and asked additional questions about your complaint. Understand that the investigation into the allegation(s) may take some time.
- 3) When the investigation of your complaint has been concluded the Chief of Police will contact you. The following may be results of the investigation:
 - a. **Unfounded:** No truth of the allegation.
 - b. **Exonerated:** Allegations are true, however the member adhered to the proper and appropriated police procedures and techniques.
 - c. **Unsubstantiated:** Unable to verify the truth of the matter under investigation.
 - d. **Substantiated:** Investigation substantiates the allegation and the disciplinary action will be taken.

Note: If your investigation substantiates your complaint your attendance at a department disciplinary hearing may be required.

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