



BALTIMORE SCHOOL POLICE FORCE

HOW TO MAKE A FORMAL COMPLAINT

1. Who may file a complaint?-

A complaint may be made by the aggrieved individual; a member of the aggrieved individual's immediate family; an individual with firsthand knowledge obtained because the individual was present at and observed the alleged incident or has a video recording of the incident, that, to the best of the individual's knowledge, is unaltered; or the parent or guardian of the minor child, if the incident involves a minor child.

Complaint that alleges brutality

A complaint against a law enforcement officer that alleges brutality in the execution of the law enforcement officer's duties may not be investigated unless the complaint is signed and sworn to, under penalty of perjury

2. How do you file a complaint?-

If you wish to make a formal complaint about the actions of a School Police Officer you will need to complete the School Police Complaint against Personnel Form. Methods of obtaining this form include:

- a. Print the form from the Baltimore City School Police website
- b. Pick the form up in person at School Police Headquarters located at 200 E. North Ave Baltimore, Maryland 21202.
- c. Call the School Police Department at 443-642-6411 or 443-642-6412 and ask for the form to be mailed, faxed or e-mailed to you
- d. Write a letter to the School Police Force at 200. E. North Ave Baltimore, Maryland 21202 requesting the complaint form be mailed, faxed or e-mailed to you

3. How do you complete the complaint form?-

The form is a fill in the blank type form. The form asks you to identify yourself and then to give specific details about your complaint. If you need assistance filling out the form, you may come in to, or call, the Baltimore City School Police Force and ask for a Supervisor, who will assist you in filling out the form.

4. Are there time limits on complaints?-

Unless a complaint is filed within 366 days after the alleged incident, an investigation that may lead to disciplinary action may not be initiated.

5. Must the complaint be signed?-

A complaint against a School Police Officer must be signed and sworn to, under penalty of perjury

6. What happens next?-

Your complaint will then be investigated. You may be contacted and asked additional questions about your complaint.

7. How long will it take?-

This depends on the complexity of the investigation. If it is going to take a long time to investigate your complaint you will receive a letter telling you approximately when you may expect a reply.

8. What happens when the investigation is done?-

When the investigation is complete, the Chief of School Police will review the investigation and inform you, in writing, of the disposition of your complaint.



BALTIMORE CITY SCHOOL POLICE FORCE

COMPLAINT AGAINST PERSONNEL

This document is confidential in nature and the information is not subject to public disclosure.

Name of complainant: _____

Filed on behalf of: _____

Address: _____

Telephone number: Home: _____ Work: _____ Cell: _____

Best time of day to contact you: _____

Day, Date and time of occurrence: _____

Location of occurrence: _____

Name of Officer(s) complaint is being filed against, or other identifying information (car number, identification number, etc.)

Rank: _____ Name: _____

I.D.# _____ Vehicle: _____

List any Witnesses: *Name(s)/address(s)/telephone number(s) of others providing information, those who have first-hand knowledge of the occurrence.*

Type of Complaint: *i.e., Discourtesy, False Arrest, Excessive Force, etc.* _____

Details of Complaint: _____

(If further space is needed, use reverse side of sheet.)

I understand this statement of complaint will be the basis for an investigation. I solemnly affirm under the penalties of perjury that the contents of this complaint are true to the best of my knowledge, information and belief. By signing and filing this complaint, I hereby agree to appear before a board of inquiry, if requested, to testify under oath concerning all matters relevant to this complaint. Further, I declare and affirm my statement has been made by me voluntarily without persuasion, coercion, or promise of any kind.

Signature of Complainant

Date / Time

Signature of Person Receiving Complaint

Date / Time Received

Division Commander

Date

Deputy Chief of Police

Date

IA Control Number

