



COMPLAINT FORM

INSTRUCTIONS

City of Geneva NY Police Review Board

[PO Box]
47 Castle Street
Geneva NY 14456
[phone]
[website]
geneva.prb@gmail.com

Please write legibly. If you wish to fill out the form as a fill-in PDF, see our website to download the fill-in version. You do not need to fill in every field, but usually the more information you can provide, the more thorough an investigation can be.

If you are Filing Anonymously, skip **Fields A-K** (you can still put your Ward Number in **Field E**) and start at **Field 1**, below the double line.

Confidentiality Note: If you provide information about your identity (**Fields A-K**), it will be handled confidentially by the PRB, the police internal affairs department, and the Chief of Police. Your identity will not be disclosed to the Officers involved, though the incident you are complaining about may make your identity more or less obvious depending on the circumstances and number of people involved.

Field A. Unless you are choosing to file anonymously, please write your full name.

Field B. Provide the date you were born in any easily readable format (1/1/1990, 1 Jan 90, etc.), and please include your year of birth.

Field C. “M” and “F” and “NB” will be read as Male, Female, and Non-Binary. If you express your gender identity in a different way, write it out however you choose in this field.

Field D. Characterize your Race and/or Ethnicity here however you choose.

Field E. This space is asking for your current home address, not the location of the incident of the complaint (**Field 7**), though they might be the same. If you are filing anonymously but wish to share the City Ward in which you reside (we track this data, per local law), you can just write “Ward [#]” here. If you give your address, you do not need to give your Ward number (we’ll find it on the Wards map).

Field F. This space is for your home/landline telephone number, if available and if you are comfortable being contacted there about your complaint.

Field G. Please let us know your preferred time to be contacted. We will do our best to reach you during the time(s) you provide.

Field H. If your preferred language of communication is not English, please note what it is here, and we will try to accommodate your needs.

Field I. Use this space to provide an email address at which you can be contacted about this complaint.

Field J. Use this space to provide a cell phone number where you can be contacted about this complaint.

Field K. Note how you prefer to be contacted. You can also briefly note other ways you might wish to be contacted besides those on this form. If they don't fit in the box, you can note them in **Field 16**, where you describe the incident and can use as many pages as you like.

Field 1. This space is asking you to tell us how you know about the incident you are complaining about. For example, you might have seen a GPD Officer doing something you feel is wrong (in which case, you would write "witness") or you might have been the person directly affected by a GPD Officer doing something you feel is wrong (you would write "wronged party"). If you are one of a group of people who were affected, you can write "One of the Wronged Parties" here. If your relationship to the event is not covered in the above descriptions, please explain how you know of/were impacted by the police's actions in your own words.

Field 2. If you have complained about this particular incident before to another government office (such as the Geneva Human Rights Commission or directly to the GPD), please let us know that you have, and to whom you complained.

Field 3. If you are working with a lawyer on your complaint, please share their contact information here. If this matter ever becomes the subject of litigation in a court of law, the PRB's complaint process and any investigation by the Chief or the PRB will be put on hold until the outcome of that court proceeding.

Field 4. If you have had help from someone writing out your complaint, please write that person's name here.

Field 5. Please write down the date(s) of the incident, as best you can remember. Please note the day of the week (Sunday, Monday, Tuesday, etc.) as well, if possible. If the same thing has happened repeatedly (for example: an Officer fails to display a badge on three consecutive days/visits), you can group them together on a single Complaint Form. If you wish to submit information about your perception of multiple different types of police misconduct (see **Field 14**) that occurred on different days, consider filing a separate Complaint Form for each incident.

Field 6. Please note the time or time range of the incident, as best you can remember. Please include AM/PM.

Field 7. Please note the location(s) of the incident you are complaining about. Be as specific as you can, including addresses or street intersections. By law, the PRB will try to track what City Wards incidents take place in.

Field 8. If a police vehicle was involved in the incident or you saw the vehicle the involved Officers were driving, please share any information you know about it here. This may be especially helpful if you do not have information about the Officer’s name, badge number, etc.

Field 9. Please share how many Officers were involved in the incident, even if you are complaining about only one of them. Please share their names and badge numbers, if known. (Use **Field 10** for any physical descriptions.)

Field 10. Please provide a physical description of each Officer to the best of your recollection here. This is helpful if you do not know names or badge numbers.

Field 11. Please think about how many total people were present (involved and as witnesses) during the incident, not including yourself and the Police Officer(s) mentioned earlier in **Fields 9 and 10**. Please share as much information as you can about those other people here. Include information about any Police Officers who were present but not immediately involved in the incident being complained about (a backup car that arrived later, for example).

Field 12. Please note any and all information you can about any physical injuries sustained by anyone involved in the incident.

Field 13. Please share any information you might have about how injuries were treated (at the scene, by EMTs from an ambulance, at Urgent Care, at the ER, at a doctor’s office, etc.).

Field 14. Check as many boxes as you think apply to the type of complaint you are making.

“Discourtesy” means that you think one or more Officers acted in a way that was not consistent with the basic politeness and professional standard expected of the police.

“Discrimination” means that you think one or more Officers pre-judged a person or treated a person in an inappropriate way based on that person’s race, skin color, ethnicity, national origin, sex, gender, gender identity and expression, sexual orientation, religion or creed, age, physical size, weight or height, veteran status, marital status, family status, pregnancy status, number of children, conviction record, disability, use of a service animal, etc.

“Harassment” means that you think one or more Officers deliberately intimidated someone for an inappropriate reason, or that they inappropriately and persistently pestered, verbally attacked, or criticized them, causing unnecessary worry and distress. In cases of harassment based on discrimination (sexual harassment, racial harassment, etc.), the “Discrimination” box above should also be checked.

“Improper Use of Force” is a broad category where force was inappropriately used or lethal physical force was inappropriately threatened. It means that you think one or more Officers engaged in improper physical contact, improper use of handcuffs, baton, taser, firearm, mace or pepper spray, or other weapon, or improper display of a deadly weapon.

“Improper Search/Seizure” means that you think one or more Officers conducted a search of someone’s personal property (home, car, bag, clothing pockets, etc.) in a way that was not proper, or confiscated someone’s property in a way that was not proper. This includes incidents where a seizure of property was initially conducted in a proper way but the personal property was damaged before it was returned, or not returned at all. If you believe that an improper or inappropriate frisk (search of a person’s body and worn clothes) was conducted, check both this box and “Improper Arrest/Detention/Citation/Pursuit”.

“False/Misleading Information” means that you think one or more Officers told someone something that was false or intentionally misleading during the course of the incident.

“Improper Arrest/Detention/Citation/Pursuit” means that you think one or more Officers went about the business of following a person, stopping a person, keeping or holding a person, formally arresting a person, or issuing a formal citation to a person in a way that was not proper. If you believe that an improper or inappropriate frisk (search of a person’s body and worn clothes) was conducted, check both this box and “Improper Search/Seizure”.

“Inadequate/Improper Investigation” means that you think one or more Officers failed to investigate or file a police report where they should have, or that, after an incident, they filed a report containing incorrect information, or filed an improper or incomplete report.

“Improper Police Procedure” is a broad category that includes any way a police procedure should have been followed but was not. If you check this box, please be sure to explain the procedural misconduct as you understand it carefully in **Field 16**.

“Retaliation” means that you think one or more Officers acted in a way that was meant to revenge, punish, or pay back a real or perceived wrong suffered at an earlier time.

“Other” means that you think one or more Officers did something inappropriate that does not fall into any of the other categories. Please describe it carefully in **Field 16**.

Field 15. Please help us match up page 1 with page 2 of the form by writing your name here again. If anonymous, write the date and time of the incident.

Field 16. Do your best to describe the whole incident from start to finish with as much detail as possible. It may be helpful to create a timeline for yourself, with specific times if you know them, and think about what was happening at each key event in the timeline. Asking yourself the “Who, What, Where, Why, When, How?” questions at each point in the timeline can be helpful. Or you can use the “PLASTO” acronym to remind yourself to include information about all of the “People, Locations, Actions/Statements, Times, and Objects.” Thinking about the details in this way might help you to be as thorough as possible and get down all the information. Feel free to attach additional pages if necessary. Please make sure to write down the current page number and total page number (for example, “page 2 of 3”). Write your name (or “Anonymous” and the date and time of the incident) on the top of each page.

Field 17. Sign and date the Complaint Form to certify that your information and incident description are factually accurate to the best of your knowledge. If filing anonymously, write “Anonymous” here.