

# PUBLIC COMPLAINT FORM

## INFORMATION (YOU ARE THE COMPLAINANT)

You can print this form and write your complaint in pen, or you can fill out the form online and email it to the New Brunswick Police Commission (NBPC). For tips on making your complaint, please see the NBPC's [Guideline: Tips on making a complaint](#) found on our website.

|                                 |                                 |                                   |                    |
|---------------------------------|---------------------------------|-----------------------------------|--------------------|
| <b>LAST NAME</b>                | <b>FIRST NAME</b>               | <b>DATE OF BIRTH (YYYY/MM/DD)</b> |                    |
|                                 |                                 |                                   |                    |
| <b>STREET / MAILING ADDRESS</b> | <b>CITY</b>                     | <b>PROVINCE</b>                   | <b>POSTAL CODE</b> |
|                                 |                                 |                                   |                    |
| <b>EMAIL ADDRESS</b>            | <b>PRIMARY TELEPHONE NUMBER</b> | <b>CELL PHONE NUMBER</b>          |                    |
|                                 |                                 |                                   |                    |

## QUESTIONS

What is your preferred language for correspondence?

- English    French

How do you want to be contacted?

- Email    Phone    Mail

Were you directly involved in the incident(s)?

- Yes    No

Did the incident occur within the last 12 months? If not, please provide an explanation for the delay in filing in **Details of Complaint** section of this form.

- Yes    No

Please note: Exceptions to the one-year time limit are reviewed & granted on a case-by-case basis.

## REPRESENTATIVE AUTHORIZATION

Complete the following section **ONLY** if you want the NBPC to communicate directly with a legal representative or a representative instead of yourself.

|  |   |
|--|---|
| Last Name: _____<br>First Name: _____<br>Telephone number: _____<br>Email address: _____ | By providing this information, you are authorizing the NBPC to: <ul style="list-style-type: none"> <li>• Communicate directly with a representative instead of yourself; and</li> <li>• Disclose information related to your complaint to your representative.</li> </ul> |
|--|---|

Date of the incident : \_\_\_\_\_  
YYYY/MM/DD

Location of the incident : \_\_\_\_\_

In complaints involving more than one incident on more than one date, please indicate those dates below when describing what happened.

Please describe the circumstance that led to your complaint as completely as possible. Please include:

- What happened?
- Who was involved?
- What was said and done?
- Was there any damage or injury?
- Are there any other details that you feel contributed or led to the incident?

This box will accept a maximum of 3100 characters. If you need more space, you may attach additional sheets of paper to this form.

**POLICE FORCE**

Select the police force you are complaining about.

To file a complaint against an RCMP member, please contact the Civilian Review and Complaints Commission for the RCMP. To file a complaint against a Department of Justice and Public Safety peace officer, please contact the Inspection & Enforcement Branch of the Department of Justice and Public Safety. Additional contact information can be found at <https://nbpolicemission.ca>.

|  |  |                                     |
|--|--|-------------------------------------|
| <input type="checkbox"/> Bathurst          | <input type="checkbox"/> Fredericton           | <input type="checkbox"/> Miramichi  |
| <input type="checkbox"/> B.N.P.P. Regional | <input type="checkbox"/> Grand Falls           | <input type="checkbox"/> Saint John |
| <input type="checkbox"/> Edmundston        | <input type="checkbox"/> Kennebecasis Regional | <input type="checkbox"/> Woodstock  |

**POLICE OFFICER(S)**

List the police officer(s) whose conduct you are complaining about. If you are unsure, please write UNKNOWN and provide a brief, physical description of the officer.

| NAME | RANK | POLICE FORCE |
|------|------|--------------|
|      |      |              |
|      |      |              |
|      |      |              |

**WITNESSES**

List any witnesses involved. Witnesses may include members of the public and/or police officers you are not complaining about. If you are unsure, please write UNKNOWN and provide a brief, physical description of the witness(es) and/or police officer(s).

| NAME | CONTACT INFORMATION (ADDRESS, PHONE, EMAIL) |
|------|---|
|      |   |
|      |   |
|      |   |

**OTHER PROCEEDINGS**

Please select one of the following if you have already reported your complaint to another agency or another proceeding has commenced involving the same incident(s).

|  |   |
|--|---|
| <input type="checkbox"/> Federal or provincial act investigation | <input type="checkbox"/> Civil action               |
| <input type="checkbox"/> Arbitration                             | <input type="checkbox"/> Human Rights complaint     |
| <input type="checkbox"/> Union grievance                         | <input type="checkbox"/> Internal harassment policy |
| <input type="checkbox"/> SiRT (or criminal) investigation        | <input type="checkbox"/> Other: _____               |

## ACKNOWLEDGMENT

By submitting a completed complaint form, you are:

- declaring that the information you have provided is true to the best of your knowledge and belief;
- authorizing the NBPC to collect and use your personal information in accordance with the *Right to Information and Protection of Privacy Act*;
- understanding that a copy of your complaint and supporting information will be shared with the police officer and/or police force; and
- understanding that your contact information must be kept updated with the NBPC otherwise your complaint may be closed as abandoned.

| COMPLAINANT'S SIGNATURE<br>(Typing your name in this section serves as signature) | SIGNED (YYYY/MM/DD) |
|---|---------------------|
|   |                     |

## CONTACT INFORMATION

### SEND YOUR COMPLAINT FORM TO:

New Brunswick Police Commission  
435 King Street, Suite 202  
Fredericton, NB, E3B 1E5  
Or Email: [nbpc@gnb.ca](mailto:nbpc@gnb.ca)

### FOR MORE INFORMATION:

Phone: 1-888-389-1777 or 506-453-2069  
Email: [nbpc@gnb.ca](mailto:nbpc@gnb.ca)  
Website: <https://nbpolicecommission.ca>

## WHAT HAPPENS NEXT

The *Police Act* defines two types of complaint. A conduct complaint relates to the conduct of a member of a police force. A service or policy complaint relates to the services provided by or the policies of a police force. If the NBPC accepts your complaint, you will receive a letter telling you what type of complaint it is, conduct, service, policy or a combination, and what will happen next.

Complaints are sent to the chief of police or civic authority to resolve it. For more information please see the NBPC's [\*Guideline: Who processes a complaint\*](#) found on our website.

The NBPC takes steps to ensure your complaint is properly resolved. Resolutions under the *Police Act*, where possible, are meant to correct and educate the member of the police force and improve the services or policies of the police force. Complaints are confidential unless a complaint goes to a public arbitration hearing.

The NBPC is not a police force. We oversee the complaint process involving municipal and regional police forces and police officers in a transparent and accessible manner to ensure complainants and police officers are treated fairly, impartially and with respect.

The NBPC cannot process complaints against the RCMP or peace officers with the Department of Justice and Public Safety. For complaints against the RCMP or a peace officer, please go to <https://nbpolicecommission.ca>.