



# City of Moore Oklahoma

Police Department | 117 E. Main, Moore, OK 73160 | 405-793-5171 | [www.cityofmoore.com](http://www.cityofmoore.com)

THE MOORE POLICE DEPARTMENT TAKES SERIOUSLY ALL COMPLAINTS REGARDING THE SERVICE PROVIDED BY THE DEPARTMENT AND THE CONDUCT OF ITS MEMBERS. THE DEPARTMENT WILL ACCEPT AND ADDRESS ALL COMPLAINTS OF DEPARTMENT MEMBERS. CITIZENS HAVE A RIGHT TO FILE A COMPLAINT ABOUT ABUSES OF POLICE POWER OR OTHER MISCONDUCT OF DEPARTMENT MEMBERS, AND MEMBERS HAVE A RIGHT TO BE PROTECTED AGAINST FALSE ALLEGATIONS. THIS FORMAL COMPLAINT PROCEDURE WAS ESTABLISHED TO INSURE BOTH PARTIES ARE GUARANTEED EQUAL RIGHTS.

## PROCEDURE:

1. FILL OUT FORM COMPLETELY, PRINT OR TYPE THE INFORMATION TO INSURE IT IS LEGIBLE.
2. DESCRIBE IN DETAIL THE CIRCUMSTANCES, WHICH FORM THE BASIS OF THE COMPLAINT (WHO, WHAT, WHEN, WHERE, WHY) AND LIST ALL WITNESSES.
3. SIGN, NOTARIZE, AND RETURN THE ORIGINAL COMPLAINT FORM TO THE MOORE POLICE DEPARTMENT, OFFICE OF THE CHIEF OF POLICE, 117 E. MAIN, MOORE, OK 73160.
4. ONCE RECEIVED, THE CHIEF OF POLICE WILL REVIEW THE COMPLAINT TO DETERMINE IF FURTHER INVESTIGATION IS NECESSARY. IF FURTHER INVESTIGATION IS NECESSARY, THE CHIEF OF POLICE WILL NOTIFY THE OFFICER(S) OF THE COMPLAINT AND ASSIGN A SUPERVISOR TO INVESTIGATE.
5. IF THE COMPLAINANT WISHES TO WITHDRAW HIS/HER COMPLAINT, HE/SHE WILL BE REQUIRED TO SIGN A WAIVER SO THE CASE CAN BE CLOSED. IF THE COMPLAINANT REFUSES TO SIGN SUCH A WAIVER, THE INVESTIGATING OFFICER, AT HIS/HER DISCRETION, MAY FIND THE COMPLAINT UNFOUNDED.
6. THE COMPLAINANT AND OFFICER(S) SHALL BE NOTIFIED OF THE DISPOSITION OF ALL COMPLAINTS.

NOTHING IN THIS PROCEDURE SHALL PREVENT THE MOORE POLICE DEPARTMENT FROM CONDUCTING INTERNAL INVESTIGATIONS ON CITIZENS' COMPLAINTS INVOLVING SERIOUS ALLEGATIONS, ABSENT A FORMAL WRITTEN COMPLAINT.











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FALSE STATEMENTS MAY RESULT IN CIVIL LITIGATION OR CRIMINAL PROSECUTION.

COMPLAINANT SIGNATURE: \_\_\_\_\_

PARENT IF COMPLAINANT IS UNDER 18 YOA: \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

20 \_\_\_\_.

MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
NOTARY

