

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.

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

25-02605

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: _____ First Name: _____ Telephone number: _____ Email address: _____	By providing this information, you are authorizing the NBPC to: - Communicate directly with a representative instead of yourself; and - Disclose information related to your complaint to your representative.
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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
- 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://nbpolicecommission.ca>.

- | | | |
|-------------------------------------|--|-------------------------------------|
| ☐ Bathurst | ☐ Fredericton | ☐ Miramichi |
| ☐ Belle-Baie | ☐ Grand Falls | ☐ Saint John |
| ☐ Edmundston | ☐ Kennebecasis Regional | ☐ 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).

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|--|---|
| ☐ Federal or provincial act investigation | ☐ Civil action |
| ☐ Arbitration | ☐ Human Rights complaint |
| ☐ Union grievance | ☐ Internal harassment policy |
| ☐ SiRT (or criminal) investigation | ☐ 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 (Typing your name in this section serves as signature)	DATE (YYYY/MM/DD)

CONTACT INFORMATION

SEND YOUR COMPLAINT FORM TO:

New Brunswick Police Commission
440 King Street, Suite K611
P. O. Box 6000
Fredericton, NB E3B 5H8
Or Email: nbpc@gnb.ca

FOR MORE INFORMATION:

Phone: 1-888-389-1777 or 506-453-2069
Email: 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>.