

# Record of Question or Concern from the Public



- All municipal police departments are to make record of reports not resulting in registered complaints (**Section 85 of the Police Act**).
- The police complaint commissioner has directed that **this** form be used to record any oral or written report received from a member of the public or any other person that raises a question or concern about the conduct of a member of a municipal police department but that does not result in the making and registration of a complaint under section 78 *[how complaints are made]* (**Section 85(1) of the Police Act**).
- Every person who reports a question or concern is to be provided the information or advice required under the guidelines prepared by the Police Complaint Commissioner (**Section 85(1)(b)(1) of the Police Act**).
- Filing a question or concern about the conduct of a member for former member does not prevent that person from making a complaint about the same matter under **section 78** *[how complaints are made]*. There is, however, a time limit for making a registered complaint (**Section 79**); and registered complaints made are subject to an admissibility assessment by the OPCC (**section 82**).

## What you should know:

The member of the municipal police department who receives the question or concern from a member of the public or any other person must complete this form and forward it to the Professional Standards Section of the involved municipal police department.

The Professional Standards Section must record the question or concern and forward a copy of this document, along with how the question or concern was resolved, to the Office of the Police Complaint Commissioner for review.

## Person's Contact Details:

\* Indicates this information is required for processing purposes. Please be as precise as possible.

Last Name: *	First Name: *	Title (eg. Mr):
Mailing Address (or where you'd like to be contacted):	Date of Birth:	(Year / Month / Day)
	Home telephone:	
	Work telephone:	
	Cell phone:	
	Email Address:	

\* Please provide at least 1 contact option \*

## Details of the Question or Concern:

When did the incident happen? *	Time it occurred? *
(Year / Month / Day)	
Where did the incident happen? *	
Name of the Police Department involved: *	Police File # (if known):
Name or badge number of Officer(s) – if known:	
Were there any witnesses? If so, please list their names and contact information (if known):	

## Details of Question or Concern

If required, you may attach additional pages:

\_\_\_\_\_ of \_\_\_\_\_

**Freedom of Information and Protection of Privacy** – The personal information that you have provided on this question or concern form is collected by the OPCC under the *Police Act*. The information will be used to investigate your complaint. The OPCC is required to adhere to the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. If you have any questions about privacy protection, please contact the Office of the Information and Privacy Commissioner for B.C. at (250) 387-5629, [info@oipc.bc.ca](mailto:info@oipc.bc.ca) or visit their website at <https://www.oipc.bc.ca>.

### To be completed by the person receiving the question or concern:

I hereby acknowledge receipt of the above-noted question or concern

Received on \_\_\_\_\_ at \_\_\_\_\_  
(Year/Month/Day) (Time) (Name of person receiving question or concern)

Municipal Police Department receiving question or concern:

How was it received?      In person      By mail      By phone      By webmail      On Line

If received orally, was it read back to the person who reported the matter to ensure accuracy?      Yes      No

Forwarded to PSS:      Date sent: \_\_\_\_\_

Copied to the Office of the Police Complaint Commissioner      Date sent: \_\_\_\_\_