

Steps for Submitting a Complaint/Compliment via Email

1. *Scroll* down and fill out the information directly on the Compliment/Complaint Form.
2. *Click* on the File drop down menu in the upper left hand corner of the screen and click “Save As.”
3. Select the location where you would like to save the form and *type* a file name in the box marked “File Name” on the bottom middle of the window and then *click* “Save.”
4. To submit the completed form *open* your preferred e-mail program and enter John.Fitzgerald2@montgomerycountymd.gov in the “To” address.
5. Attach the form you completed and saved to your computer.
6. Send your email. Chief Fitzgerald or his representative will contact you.



Chevy Chase Village Police Department

5906 Connecticut Avenue, Chevy Chase, Maryland 20815

(301) 654-7300

Compliment/Complaint Form



Instructions:

1. Fill out form. Please print or type legibly.
2. **Complaints alleging excessive force must be signed and sworn to under penalty of perjury.**
3. Submit/mail this form to 5906 Connecticut Avenue, Chevy Chase, Maryland 20815.
4. You will be contacted upon receipt of the Compliment/Complaint form.

Check One:	
Compliment <input type="checkbox"/>	Complaint <input type="checkbox"/>

Your Name:				Date:	
Date of Birth:	Gender:	Race:	Home Phone:		Cell Phone:
Address:				Apt. Number:	
City:		State:		Zip Code:	
Location or address where incident occurred:					
Date of Incident:		Time:	Incident# (if known):		
1. Witness' Name:				Phone Number:	
Address:					
2. Witness' Name:				Phone Number:	
Address:					
Name(s) of employee(s) involved:					
Describe what happened:					
Please use reverse side of this form if more space is needed.				Signature:	

Office Use Only	Date/Time Received: _____	Initials & ID: _____
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