



HUMBERSIDE POLICE AUTHORITY

COMPLAINT FORM

Your details

- 1) Please provide us with your name and contact details

Title:

First name:

Last name:

Address:

Daytime telephone:

Evening telephone:

Mobile telephone:

Email address:

Your address and contact details will not usually be released unless necessary or to deal with your complaint

However, we will tell the following people that you have made this complaint:

- the member(s) you are complaining about
- the monitoring officer of the authority
- the parish or town clerk (if applicable)

We will tell them your name and give them a summary of your complaint. We will give them full details of your complaint where necessary or appropriate to be able to deal with it. If you have serious concerns about your name and a summary, or details of your complaint being released, please complete section 6 of this form

2) Please tell us which complainant type best describes you:

- Member of the public
- An elected or co-opted member of an authority
- An independent member of the standards committee
- Member of Parliament
- Local authority monitoring officer
- Other council officer or authority employee
- Other (please state):

Making your complaint

Once you have made your complaint it will be considered by a sub-committee of the Standards Committee, known as the Assessment Sub-Committee. The Assessment Sub-Committee will meet to consider your complaint within 20 working days and will be chaired by an Independent Member. The Assessment Sub-Committee can decide to:

- [Investigate your complaint](#)
- [Take some other form of action](#)
- [Send the complaint to the Standards Board for England or another Authority if the Member belongs to that authority.](#)
- [Take no further action](#)

3) Please provide us with the name of the member(s) you believe have breached the Code of Conduct and the name of their authority:

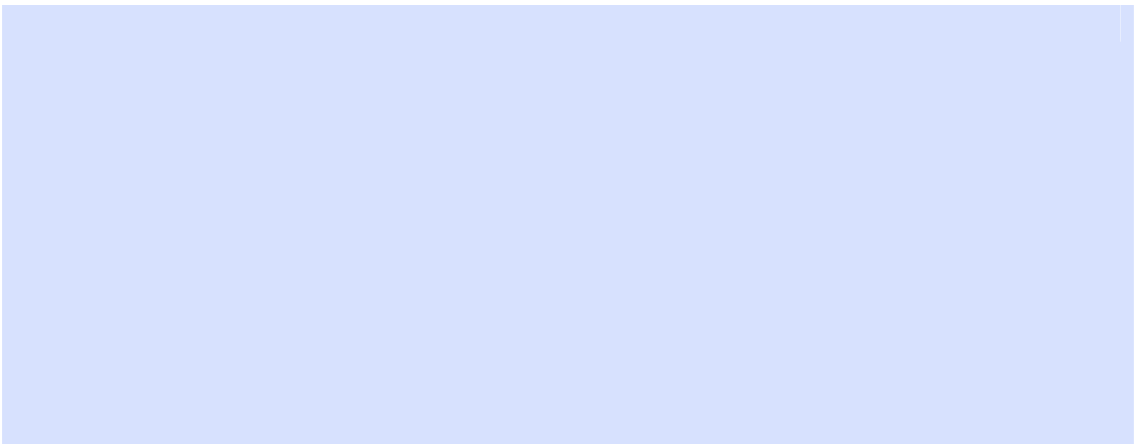
Title	First name	Last name	Council or authority name

4) Please explain in this section (or on separate sheets) what the member has done that you believe breaches the Code of Conduct. If you are complaining about more than one member you should clearly explain what each individual person has done that you believe breaches the Code of Conduct.

It is important that you provide all the information you wish to have taken into account by the assessment sub-committee when it decides whether to take any action on your complaint. For example:

- You should be specific, wherever possible, about exactly what you are alleging the member said or did. For instance, instead of writing that the member insulted you, you should state what they said.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe.
- You should confirm whether there are any witnesses to the alleged conduct and provide their names and contact details if possible.
- You should provide any relevant background information.

Please provide us with the details of your complaint. Continue on a separate sheet if there is not enough space on this form.



Only complete this next section if you are requesting that your identity is kept confidential

- 5) In the interests of fairness and natural justice, we believe members who are complained about have a right to know who has made the complaint. We also believe they have a right to be provided with a summary of the complaint. We are unlikely to withhold your identity or the details of your complaint unless you have good reason to believe that:
- i. You will be at risk of physical harm if your identity is revealed
 - ii. You are an officer who works with the Member about whom you are complaining (the subject member) and are afraid of the potential repercussions regarding your employment
 - iii. You suffer from a serious health condition and there are medical risks associated with your identity being revealed

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The assessment sub-committee will consider the request alongside the substance of your complaint. We will then contact you with the decision. If your request for confidentiality is not granted, we will usually allow you the option of withdrawing your complaint.

However, it is important to understand that in certain exceptional circumstances where the matter complained about is very serious, we can proceed with an investigation or other action and disclose your name even if you have expressly asked us not to.

Please provide us with details of why you believe we should withhold your name and/or details of your complaint:



Additional Help

- 6) Complaints must be submitted in writing. This includes fax and electronic submissions. However, in line with the requirements of the Disability Discrimination Act 2000, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing.

We can also help if English is not your first language.

If you need any support in completing this form, please let us know as soon as possible by contacting.

Kevin Sharp
Chief Executive and Monitoring Officer
Humberside Police Authority
40 High Street
Hull
HU1 1PS

☎: 01482 334880

✉: kevin.sharp@humberside.pnn.police.uk

☎: 07814 976774

Equality Monitoring Questionnaire

7) This information is for statistical monitoring purposes only

A Gender (tick one box)

Male Female

B Age (tick one box)

18 – 24 25 – 35 36 – 45 46 – 55 56 – 69 > 70

C Ethnic group (please tick one)

Asian or Asian British

Indian
Pakistani
Bangladeshi
Any other Asian background

Black or Black British

Caribbean
African
Any other Black background

Chinese or other Ethnic Group

Chinese
Any other background

Mixed

White and Black Caribbean
White and Black African
White and Asian
Any other mixed background

White

British
Irish
Any other White background

D Disability

Do you consider yourself to have a disability? Yes No

Please describe your disability so that the Police Authority can make appropriate provision.

E Religion

- Christian** (includes Church of England, Catholic, Protestant, and all other Church denominations)
- Buddhist**
- Hindu**
- Jewish**
- Muslim**
- Sikh**
- Other**
- No Religion**
- Prefer not to say**

F Sexual orientation

- | | | | |
|--------------------|--------------------------|--------------------------|--------------------------|
| Bi-Sexual | <input type="checkbox"/> | Heterosexual | <input type="checkbox"/> |
| Gay/Lesbian | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |