



LOUISVILLE METRO POLICE DEPARTMENT PROFESSIONAL STANDARDS UNIT COMPLAINANT AFFIDAVIT INSTRUCTION SHEET

The civilian complaint affidavit is a way for any citizen to initiate the process of filing a formal complaint against an employee of the Louisville Metro Police Department. Please read, and follow, this instruction sheet carefully as it outlines the necessary steps needed to ensure your complaint is filled out correctly. This form does not ensure the opening of a formal investigation, but all affidavits are reviewed by a representative from the Professional Standards Unit to determine if the complaint merits further inquiry.

Complaints from third-parties will not be considered unless they are from legal guardians representing a minor or someone of diminished mental capacity. In those instances, a legal guardian **MUST** complete the affidavit.

The highlighted fields of the affidavit **MUST** be completed for your complaint to be considered. The highlighted fields are:

- **Complainant**
- **Complainant's Date of Birth**
- **Complainant's Address**
- **Complainant's Phone Number(s)**
- **Complainant's Email**
- **Location of Incident**
- **Incident Date**
- **Incident Time**
- **Involved Employee(s) Name, Rank, Code, Assignment, Description**
- **Description of Incident**

In the space labeled **Description of Incident**, please describe the events in as much detail as possible. A policy violation must be articulated in the narrative, otherwise the Professional Standards Unit will have no basis for an investigation. An investigator may need to contact you for further clarification regarding your narrative. Current contact information must be provided for them to do so. Any complaints of criminal activity displayed by a member of the Louisville Metro Police Department should be directed to the Public Integrity Unit at (502) 574-2136.

After the narrative portion of the affidavit is complete, you **MUST READ AND INITIAL** the 3 numbered paragraphs below which outline the potential ramifications for making false statements under oath.

You must sign your name on the **Affiant** line and have the affidavit notarized. Failure to do so will disqualify your complaint.

Once complete, the affidavit may be returned to any police facility or mailed directly to:

Professional Standards Unit
Louisville Metro Police Dept.
400 South 1st Street, 2nd Floor
Louisville, KY 40202