

FORT FAIRFIELD POLICE DEPARTMENT

Standard Operating Procedure

106 – PERSONNEL COMPLAINTS / INTERNAL AFFAIRS

Effective Date	July 28, 2026
Legacy SOPs Replaced	SOP 31 – Complaints Against Police Department Personnel; SOP 31A – Corrective Action, Discipline and Disciplinary Hearings
Review Date	July 28, 2027
Policy Classification	Administrative
Authority	Chief of Police
Version	1.0

I. PURPOSE

The purpose of this policy is to establish uniform procedures for receiving, documenting, investigating, adjudicating, and maintaining records relating to complaints against agency personnel. The intent is to ensure allegations of misconduct are processed in a fair, objective, thorough, and timely manner while protecting the rights of employees, complainants, and the public.

The agency further recognizes that complaint information provides a valuable management tool for identifying training needs, policy concerns, supervisory issues, and potential patterns of misconduct.

II. POLICY

It is the policy of this agency to accept, document, and investigate all complaints of alleged employee misconduct originating from any source. All investigations shall be conducted in a professional, impartial, objective, and thorough manner.

The agency recognizes that public confidence is directly related to the integrity of its personnel and the consistent way allegations of misconduct are addressed. Accordingly, all complaints shall be treated seriously and investigated in accordance with this policy.

Investigations conducted pursuant to this policy shall be administered in a manner consistent with applicable collective bargaining agreements, personnel policies, constitutional requirements, and applicable federal, state, and local law.

Given that this is a statutorily mandated policy, failure to comply with this policy as it relates to Maine Criminal Justice Academy Board Rules may result in Board action affecting an officer's certification.

III. DEFINITIONS

Administrative Investigation: An internal investigation conducted to determine whether an employee violated agency policy, rules, regulations, procedures, directives, or professional standards.

Board of Inquiry: A review body convened by the Chief Law Enforcement Officer (CLEO) to review investigative findings, facts, recommendations, or other matters associated with alleged misconduct or serious incidents.

Cleared Exceptionally: A finding that the agency is unable to fully investigate or adjudicate a complaint due to circumstances beyond its control, including but not limited to the complainant's refusal to cooperate, inability to locate material witnesses, death of a complainant or subject employee, resignation of the subject employee, or other circumstances that prevent completion of the investigation.

Complainant: Any person who files, reports, or communicates a complaint against an employee.

Complaint: Any clear, specific, and articulable allegation of employee misconduct which, if true, would constitute a violation of law, agency policy, rules, regulations, procedures, directives, or professional standards.

Criminal Investigation: An investigation conducted to determine whether probable cause exists that a criminal offense has occurred and whether criminal charges are appropriate.

Disposition: The final determination or finding reached at the conclusion of an investigation.

Employee: Any full-time, part-time, reserve, volunteer, sworn, or civilian member acting on behalf of or representing the agency.

Exonerated: A finding that the alleged conduct occurred, but the conduct was lawful, proper, justified, and within agency policy.

Formal Complaint: A complaint involving serious misconduct, potential discipline, criminal conduct, excessive force, civil rights violations, repeated violations, or allegations requiring a formal Internal Affairs investigation.

Garrity Notice: An advisement informing an employee that statements compelled for administrative purposes cannot be used against the employee in criminal proceedings, consistent with applicable law.

Informal Complaint: A complaint involving a minor allegation that may be addressed through supervisory inquiry, counseling, coaching, corrective instruction, or other remedial action.

Internal Affairs Investigation: A formal investigation of alleged misconduct that could result in disciplinary action or other administrative action.

Investigator: A supervisor or other individual designated by the Chief Law Enforcement Officer to conduct or assist in a complaint investigation.

Not Sustained: A finding that insufficient evidence exists to prove or disprove the allegation.

Relief from Duty: Temporary reassignment, administrative leave, suspension of police authority, suspension of access to agency property, or other administrative action removing an employee from normal duties pending investigation or review.

Specially Trained Investigator: An experienced investigator, not necessarily a law enforcement officer, who has successfully completed formal, specialized training in conducting administrative personnel investigations.

Subject Employee: The employee who is the subject of a complaint or investigation.

Sustained: A finding that a preponderance of the evidence supports the allegation or establishes a violation of law, policy, rules, regulations, procedures, directives, or professional standards.

Unfounded: A finding that the allegation is false or not supported by reasonably credible evidence developed during the investigation.

IV. LEGAL AUTHORITY

This policy is established pursuant to 25 M.R.S. §2803-B(1)(G) and (H), 25 M.R.S. §2807, applicable Maine Criminal Justice Academy Board of Trustees standards, applicable collective bargaining agreements, and constitutional requirements governing administrative and criminal investigations.

This policy shall be implemented with applicable due process requirements, and all applicable federal and state law governing employee investigations.

V. OPERATIONS

A. Receipt of Complaints

The agency shall accept complaints from any source, including those received in person, by telephone, electronically, by mail, or through a third party.

No employee shall discourage, interfere with, or refuse to accept a complaint.

Anonymous complaints shall be accepted and investigated to the extent possible. While complainants may be requested to provide a written statement and identify themselves, refusal to do so shall not preclude the agency from initiating or continuing an investigation.

Employees receiving a complaint shall promptly forward the matter to a supervisor.

The receiving supervisor shall:

- A. Conduct an initial interview with the complainant when practical;
- B. Attempt to obtain a written statement when practical;
- C. Document relevant observations regarding the complainant's condition, demeanor, visible injuries, intoxication, emotional state, or other factors that may be relevant to the investigation;
- D. Ensure all available evidence is identified and preserved; and
- E. Notify the Chief Law Enforcement Officer without unreasonable delay.

The CLEO shall be notified immediately whenever a complaint alleges:

- A. Criminal misconduct;
- B. Excessive force;
- C. Improper arrest;
- D. Improper entry;
- E. Improper search;
- F. Civil rights violations; or

G. Conduct presenting a significant risk to the agency, the public, or the employee.

All other complaints shall be forwarded to the CLEO as soon as reasonably practical.

B. Documentation and Tracking

All complaints shall be documented and assigned a case number or tracking identifier.

Complaint records shall be maintained in a manner that permits tracking, review, trend analysis, and administrative oversight.

The agency shall maintain records sufficient to identify:

A. Date received;

B. Complainant;

C. Subject employee;

D. Investigator assigned;

E. Classification;

F. Status;

G. Disposition; and

H. Date closed.

Complaint records shall be maintained separately from routine personnel records whenever practical.

C. Classification of Complaints

The CLEO or designee shall review all complaints and determine the appropriate classification.

Informal Complaints

Informal complaints generally involve allegations of:

A. Minor rule infractions;

- B. Performance concerns;
- C. Demeanor issues;
- D. Service complaints;
- E. Conduct or performance that may be corrected through supervisory intervention.

Informal complaints may be addressed through counseling, coaching, corrective instruction, mediation, training, or other supervisory action.

Formal Complaints

Formal complaints include allegations involving:

- A. Criminal conduct;
- B. Excessive force;
- C. Improper arrest;
- D. Improper entry;
- E. Improper search;
- F. Civil rights violations;
- G. Serious misconduct;
- H. Repeated violations;
- I. Notice of claim incidents;
- J. Conduct likely to result in discipline; or
- K. Any matter designated by the CLEO.

Formal complaints shall be investigated through the Internal Affairs process.

D. Assignment of Investigations

The CLEO or their designee shall review all complaints and determine the appropriate investigative authority.

Minor complaints may be assigned to a supervisor for investigation and resolution recommendation.

Formal complaints shall only be assigned to a specially trained internal affairs investigator, specially trained command officer, or specially trained outside investigator.

The CLEO may assign an outside investigator at their discretion, and those circumstances may include:

- A. Criminal conduct is alleged;
- B. A conflict of interest exists;
- C. Independence is necessary to maintain public confidence;
- D. Specialized expertise is required;
- E. The interests of justice otherwise warrant independent review; or
- F. Agency personnel lack the necessary specialized training or experience to properly conduct internal affairs investigations.

E. Internal Affairs Investigations

Internal Affairs investigations shall be conducted in a fair, impartial, objective, and timely manner.

Investigators shall:

- A. Conduct a thorough investigation;
- B. Gather relevant evidence;
- C. Identify and interview witnesses;
- D. Collect and review reports, recordings, photographs, and documents;
- E. Maintain confidentiality to the extent permitted by law;
- F. Keep the CLEO informed of significant developments; and
- G. Prepare a complete investigative file for command review.

The subject employee shall be notified of the complaint and investigation when such notification will not compromise the investigation, and in accordance with personnel policy and/or bargaining agreements.

Notification shall ordinarily include:

- A. The general nature of the allegation;
 - B. The employee's rights and responsibilities;
 - C. Anticipated investigative timeline; and
 - D. Directives relating to the investigation, such as expectations related to cooperation with investigators, prohibited contact with complainants and witnesses and others as deemed appropriate.
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F. Administrative and Criminal Investigations

When allegations involve potential criminal conduct, the CLEO shall consult with the appropriate prosecutorial authority as soon as practical.

Criminal investigations may be conducted by an outside agency or independent investigator.

Administrative investigations may proceed concurrently with criminal investigations when appropriate.

Compelled administrative interviews shall be conducted in accordance with Garrity protections.

Criminal investigation interviews shall be conducted in compliance with applicable constitutional and statutory protections.

Nothing in this policy shall diminish the constitutional rights of any employee.

G. Investigative Procedures

Investigations may include, but are not limited to:

- Review of reports and records;
 - Review of audio, video, photographic, digital, and electronic evidence;
 - Witness interviews;
 - Employee interviews;
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- Scene inspections;
- Collection of documentary evidence;
- Any other lawful investigative technique reasonably related to the allegation.

Investigators may review prior complaints, disciplinary history, patterns of conduct, training records, performance records, and other information reasonably related to the allegation under investigation.

Internal Affairs investigations shall be completed within sixty (60) days unless an extension is authorized by the CLEO. When an investigation cannot be completed within sixty days, the reason for the extension shall be documented in writing within the investigative file and the subject employee notified, consistent with agency policy, collective bargaining agreements, due process requirements, and applicable law.

The complainant shall be notified of the status of the investigation and the final disposition consistent with this policy and applicable law.

All interviews shall be recorded when practical. For any interview not recorded, an explanation will be documented within the investigative record.

Compelled employee interviews conducted as part of an administrative investigation shall be preceded by a Garrity advisement when applicable.

H. Investigative Tools

When appropriate and legally permissible, investigative tools may include:

- A. Review of agency records;
- B. Review of personnel records;
- C. Review of training records;
- D. Review of electronic communications and agency-owned devices;
- E. Medical or laboratory examinations when authorized by law;
- F. Photographic documentation;
- G. Lineups or identification procedures;
- H. Financial disclosures when directly related to the allegation under investigation; and

I. Polygraph examinations, when specifically authorized by the CLEO and not prohibited by applicable law or collective bargaining agreements.

Employees shall comply with lawful orders issued during administrative investigations. Refusal to comply with lawful administrative orders may result in disciplinary action, up to and including termination, consistent with applicable law, agency policy and collective bargaining agreements.

I. Dispositions

Upon completion of the investigation, the CLEO or designee shall determine the appropriate disposition.

Sustained – A preponderance of the evidence establishes that the alleged conduct occurred and constituted a violation of law, policy, rules, regulations, procedures, directives, or professional standards.

Exonerated – The incident occurred, but the conduct was lawful, proper, justified, and consistent with agency policy.

Unfounded – Reasonably credible evidence establishes that the allegation is false or did not occur.

Not Sustained – Insufficient evidence exists to either prove or disprove the allegation.

Cleared Exceptionally – The agency is unable to complete the investigation or reach a final determination due to circumstances beyond its control, including lack of complainant cooperation, inability to locate material witnesses, death of a complainant or subject employee, resignation of the subject employee, or other circumstances preventing completion of the investigation.

Findings shall be documented by the CLEO prior to final disposition.

J. Notification

The agency shall acknowledge receipt of complaints and maintain reasonable communication with complainants regarding the status of investigations when appropriate and permitted by law.

The complainant shall be notified:

A. That the complaint has been received;

- B. Of significant delays when practical;
- C. When additional information is required; and
- D. Of the final disposition of the complaint consistent with applicable law.

Subject employees shall be notified of the outcome of investigations and any resulting action consistent with agency policy, due process requirements, collective bargaining agreements, and applicable law.

K. Disciplinary Action

Disciplinary action shall be administered in accordance with applicable law, agency policy, personnel rules, and collective bargaining agreements.

Discipline shall be proportionate to the nature and seriousness of misconduct and may consider:

- A. Prior disciplinary history;
- B. Prior sustained complaints;
- C. Employee experience and training;
- D. Severity of misconduct;
- E. Potential harm to the public, agency, or profession;
- F. Acceptance of responsibility; and
- G. Aggravating or mitigating circumstances.

Corrective action may include:

- A. Counseling;
- B. Coaching;
- C. Remedial training;
- D. Written reprimand;
- E. Suspension;

F. Demotion;

G. Termination; or

H. Other corrective measures deemed appropriate.

Prior to the imposition of discipline, employees shall be afforded all procedural and due process protections required by law, policy, and collective bargaining agreements.

L. Criminal Conduct by Employees

Any allegation involving criminal conduct by an employee shall be immediately reported to the CLEO.

The CLEO shall consult with the appropriate prosecutorial authority and determine whether investigation by an outside law enforcement agency is appropriate.

Criminal investigations may proceed independently of administrative investigations.

The agency shall comply with all reporting requirements established by law, including notification requirements applicable to the Maine Criminal Justice Academy.

If a law enforcement officer is convicted of a crime, or violation, or engages in conduct that may result in suspension or revocation of certification, the CLEO shall make required notifications to the Maine Criminal Justice Academy in accordance with 25 M.R.S. §2807 and other applicable reporting requirements.

M. Employee Rights and Due Process

Employees shall be afforded all rights guaranteed by the United States Constitution, the Maine Constitution, applicable statutes, collective bargaining agreements, and agency policy.

Administrative investigations shall be conducted in a manner that ensures fairness and due process.

Employees shall be afforded a reasonable opportunity to:

A. Respond to allegations;

B. Provide information and evidence;

C. Identify witnesses;

D. Review information relied upon for disciplinary action when authorized by law; and

E. Exercise rights provided through collective bargaining agreements and applicable law.

Nothing in this policy shall diminish any legal or contractual rights available to employees.

N. Relief from Duty (Administrative Leave)

An employee may be relieved from duty when:

A. Criminal conduct is alleged;

B. The employee is determined to be unfit for duty;

C. Continued active duty creates a risk to the public, agency operations, evidence integrity, or other employees;

D. Separation from duty is necessary to preserve public confidence; or

E. Such action is otherwise determined to be in the best interests of the agency.

Relief from duty shall be documented and reviewed by the CLEO as soon as practical.

Relief from duty pending investigation shall not, by itself, be construed as disciplinary action.

O. Records and Confidentiality

Complaint files, investigative records, interview recordings, evidence, correspondence, and related materials shall be maintained securely and protected from unauthorized access.

Internal Affairs files shall be maintained separately from routine personnel records whenever practical and consistent with applicable records retention requirements.

Release of information shall occur only as authorized by law, court order, collective bargaining agreement, or lawful administrative process.

Confidentiality shall be maintained throughout the investigation process to the extent permitted by law.

P. Board of Inquiry

The CLEO may convene a Board of Inquiry to review serious incidents, significant misconduct allegations, patterns of misconduct, policy issues, or other matters deemed appropriate.

The Board of Inquiry may review investigative findings, evidence, recommendations, and related materials and provide recommendations to the CLEO.

The Board shall serve in an advisory capacity only. Final decisions regarding findings, discipline, corrective action, or policy changes remain the responsibility of the CLEO.

Proceedings shall be documented and retained with the investigative record when appropriate.

Q. Public Comment on Administrative or Personnel Investigations

Public comment regarding administrative investigations, personnel complaints, Internal Affairs investigations, or disciplinary matters shall be limited to the CLEO or the CLEO's designee.

Employees shall not release information concerning pending personnel investigations unless specifically authorized to do so.

Requests for information from the media or members of the public concerning personnel investigations shall be referred to the CLEO or designee.

Information released by the agency shall be limited to that authorized by law and consistent with confidentiality requirements, employee rights, and the integrity of the investigative process.

R. Training

Employees assigned to conduct Internal Affairs investigations shall successfully complete a formal course of classroom instruction in administrative personnel investigations approved by the Chief Law Enforcement Officer prior to assignment. Documentation of such training shall be maintained in the employees' training file.

Employees who have not conducted a formal internal affairs investigation within the preceding two (2) years shall complete remedial or refresher training, as specified by the Chief Law Enforcement Officer, before being assigned to conduct additional formal internal affairs investigations. Documentation of such training shall be maintained in the employees' training file.

Employees assigned to conduct internal affairs investigations shall remain current regarding applicable laws, regulations, agency policy, and professionally recognized best practices governing administrative personnel investigations.

APPENDIX A

BOT & MLEAP STANDARDS CROSSWALK

Purpose, Policy and Legal Authority

Authority

25 M.R.S. § 2803-B(1)(G) – Citizen Complaints of Police Misconduct

25 M.R.S. § 2803-B(1)(H) – Reporting and Documentation

BOT 9-1 – Policy Statement

BOT 10-1 – Criminal Conduct Policy Statement

BOT 9-14 – Compliance with Citizen Complaint Standards

BOT 10-5 – Compliance with Criminal Conduct Standards

MLEAP 2.04 – Internal Investigations

Addressed in: Sections I, II, IV

Complaint Intake

Authority

BOT 9-2 – Receiving Complaints

MLEAP 2.06 – Complaints Requiring an Investigation
Addressed in: Section V(A)

CLEO Notification

Authority

BOT 9-8 – Notification of the CLEO

MLEAP 2.07 – Notification of the CLEO

Addressed in: Sections V(A), V(D), V(L)

Complaint Classification and Assignment

Authority

BOT 9-3 – Assignment of Complaint Investigations

BOT 9-4 – Internal Affairs Investigations

BOT 9-5 – Line Supervisor Investigations

BOT 9-6 – Formal Complaint Investigations

MLEAP 2.06 – Complaints Requiring an Investigation

Addressed in: Sections V(C), V(D), V(E)

Outside Agency or Independent Investigation

Authority

BOT 9-7 – Referral to Another Agency

BOT 10-2 – Criminal Conduct Investigation Referral

Addressed in: Sections V(D), V(F), V(L)

Criminal Conduct Allegations

Authority

25 M.R.S. § 2807 – MCJA Reporting Requirements

BOT 10-2 – Criminal Conduct Investigation Referral

BOT 10-3 – Criminal Conduct Investigated Through Internal Affairs

BOT 10-4 – MCJA Notification

Addressed in: Sections IV, V(F), V(L)

Employee Rights and Due Process

Authority

BOT 9-9 – Employee Rights During Internal Affairs Investigations

Addressed in: Sections V(E), V(F), V(G), V(H), V(K), V(M)

Investigation Time Limits

Authority

BOT 9-10 – Time Limit for Internal Affairs Investigations

MLEAP 2.05 – Time Limit on Internal Investigations

Addressed in: Section V(G)

Complainant Notification

Authority

BOT 9-11 – Complainant Status and Conclusion Notification

MLEAP 2.10 – Notification to Complainant

Addressed in: Section V(J)

Written Conclusions and Dispositions

Authority

BOT 9-12 – Written Conclusion for Each Investigation

MLEAP 2.04 – Internal Investigations

Addressed in: Sections V(I), V(K)

Records Security and Confidentiality

Authority

BOT 9-13 – Secure Complaint Records

MLEAP 2.09 – Records and Security of Complaints and Investigations

Addressed in: Sections V(B), V(O), V(P)

Sexual Harassment and Workplace Complaints

Authority

MLEAP 2.11 – Sexual and Other Unlawful Harassment

Addressed in: Sections V(C), V(D), V(F), V(N)

Professional Conduct, Truthfulness and Accountability

Authority

MLEAP 2.12 – Professional Conduct

MLEAP 2.14 – Truthfulness

Addressed in: Sections II, V(E), V(F), V(G), V(H), V(I), V(K)

Supervisory Responsibilities

Authority

MLEAP 5.5.1 – Supervisory Responsibilities

Addressed in: Sections V(A), V(D), V(E), V(J), V(K), V(L)

Documentation and Recordkeeping

Authority

25 M.R.S. § 2803-B(1)(H) – Reporting and Documentation

MLEAP 5.4.1 – Reporting and Documentation

Addressed in: Sections V(B), V(E), V(G), V(I), V(J), V(O), V(P)

Training

Authority

MLEAP 3.19 – Internal Affairs Investigator Training

Addressed in: Section V(R)

APPENDIX B

FORT FAIRFIELD POLICE DEPARTMENT PERSONNEL COMPLAINT INTAKE FORM

Agency:

Case Number:

Date / Time Received:

Receiving Employee:

COMPLAINANT INFORMATION

Name:

Address:

Phone:

Email:

Preferred Method of Contact:

INCIDENT INFORMATION

Date / Time of Incident:

Location:

Employee(s) Involved:

Witnesses:

NATURE OF COMPLAINT

APPENDIX C

FORT FAIRFIELD POLICE DEPARTMENT

COMPLAINANT STATEMENT (Attach additional pages if necessary)

Total number of pages: _____

AFFIRMATION

I affirm that the information provided by me in this statement is true to the best of my knowledge. I further understand that knowingly providing false information is a criminal offense (Title 17-A M.R.S 453 Unsworn Falsification):

Signature: _____ Date: _____

☐ Complainant refused to sign (document reason below)

Reason:

APPENDIX D

FORT FAIRFIELD POLICE DEPARTMENT INTERNAL AFFAIRS CASE TRACKING LOG

Case #	Date Received	Complainant	Employee	Classification	Investigator	Status	Disposition	Date Closed
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APPENDIX E

FORT FAIRFIELD POLICE DEPARTMENT NOTICE OF INTERNAL AFFAIRS INVESTIGATION

To:
From:
Date:

Please accept this as formal notice that you are the subject of an Internal Affairs investigation being conducted by _____.

Nature of the Allegation(s):

Policies believed to be relevant at this time (subject to change without notice):

Directive:

You are required to fully cooperate with this administrative investigation. You are entitled to all rights afforded under law and applicable agreements. Until this investigation is completed you are directed not to discuss the investigation with anyone you know or suspect is a complainant or witness. You may, of course, discuss the matter with legal counsel and union representatives.

I look forward to this matter being behind us and appreciate your continued cooperation.

CLEO Signature: _____

Subject Employee Signature (Acknowledgment):

APPENDIX F

FORT FAIRFIELD POLICE DEPARTMENT GARRITY NOTICE (ADMINISTRATIVE INVESTIGATION)

To: _____

- You are entitled to all the rights and privileges guaranteed by the laws and the constitution of this state and the United States, involving the right not to be compelled to incriminate yourself.
- The purpose of this questioning is to obtain information which will assist in the determination of whether administrative action is warranted.
- The investigator is not questioning you for the purpose of instituting criminal proceedings against you.
- During this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct in this matter, neither your self-incriminating statements, nor the fruits thereof, will be used against you in any criminal proceeding.
- I am ordering you to truthfully answer the investigators' questions concerning this matter.
- If you refuse to truthfully answer the investigators' questions, you will be subject to termination.

I look forward to this matter being behind us and appreciate your continued cooperation.

Issuer's Signature

Date

I have read the above Garrity warnings, my questions were answered to my satisfaction, and by signing below state that I understand my protections and my obligations stated above.

Signature – Officer

Date

Signature – Witness

Date

APPENDIX G

FORT FAIRFIELD POLICE DEPARTMENT INTERNAL AFFAIRS FINAL REPORT SUMMARY

Case Number:

Investigator:

Date Completed:

ALLEGATION(S):

SUMMARY OF INVESTIGATION:

FINDINGS:

- ☐ Unfounded
 - ☐ Exonerated
 - ☐ Not Sustained
 - ☐ Sustained
 - ☐ Cleared Exceptionally
-

RECOMMENDED ACTION:

CLEO REVIEW / FINAL DISPOSITION:

Signature: _____ Date: _____

APPENDIX H

FORT FAIRFIELD POLICE DEPARTMENT DISCIPLINARY ACTION REPORT

Employee:
Rank / Assignment:
Date:

TYPE OF ACTION

- ☐ Counseling / Coaching
 - ☐ Written Warning
 - ☐ Written Reprimand
 - ☐ Disciplinary Suspension
 - ☐ Demotion
 - ☐ Termination
 - ☐ Other: _____
-

SUPERVISOR / CLEO

Signature:

EMPLOYEE ACKNOWLEDGMENT

Signature:

APPENDIX I

FORT FAIRFIELD POLICE DEPARTMENT MCJA REPORTING NOTICE (25 M.R.S. §2807)

Employee:
Incident Type:

- ☐ Criminal Conviction
☐ Conduct Affecting Certification
-

DESCRIPTION

DATE REPORTED TO MCJA

CLEO

Signature:
