



## VERGENNES POLICE DEPARTMENT

POST OFFICE BOX 35  
8 MAIN STREET  
VERGENNES, VT  
05491  
802-877-2201

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### CONTACT

Messages sent from this form will be checked periodically, generally during normal business hours. Please do not use this form for emergency or time-sensitive messages.

If you are contacting us regarding a specific incident, please include the location. Please also provide a contact phone number if you would like anyone to follow-up with you about your concerns.

**For emergencies or in-progress incidents, immediately call 911. You can also contact the Vergennes Police Department at 802-877-2201.**

The citizens of and visitors to the City of Vergennes and the State of Vermont have an expectation that the conduct of those who have the responsibility of enforcing the laws of the State of Vermont are held to the highest standards. It is the Vergennes Police Department's mission to assure the officers of the Vergennes Police Department uphold the highest levels of professionalism and conduct. This will ensure the preservation of the trust of the citizens we serve.

All complaints regarding a member of the Vergennes Police Department will be addressed by the Vergennes City Manager.

Complaints regarding an officer of the Vergennes Police Department will be addressed by both the Vergennes City Manager as well as the Vergennes Chief of Police. The Chief of Police is responsible for ensuring all complaints regarding his/her officers are investigated, as well as reporting the outcomes of them, to the Vergennes City Manager and the person(s) filing the complaint.

**If your complaint concerns the Chief of Police, please forward your completed form to: [dhofman@vergenes.org](mailto:dhofman@vergenes.org)**

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TELEPHONE NUMBER: (802) 877-2201  
FAX NUMBER: (802) 877-1155



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The Vergennes City Manager will address the complaint and respond back to the complainant in writing at the conclusion of his/her investigation.

If your complaint concerns a City of Vergennes Police Officer, please forward your completed form to: [dhofman@vergennes.org](mailto:dhofman@vergennes.org) and [george.merkel@vermont.gov](mailto:george.merkel@vermont.gov).

The Vergennes Police Chief of Police or the Vergennes Police Department's Detective Sergeant will address the complaint and write a report documenting his or her findings in the case. The report will be reviewed by the Vergennes City Manager, after which the report will be forwarded to the complainant.

For complaints regarding a Vergennes Police Officer, the Chief of Police will determine whether a violation of the departments personnel policy or a criminal offense is suspected. If so the Chief of Police will impose disciplinary measures and/or take corrective action.

### **CONTACT INFORMATION:**

**VERGENNES POLICE DEPARTMENT**

**ATTN: CHIEF OF POLICE**

**8 MAIN STREET P.P. BOX 35**

**VERGENNES, VT. 05491**

**802-877-2201**

**802-877-1152**

**MONDAY – FRIDAY 8:00 A.M. TO 5:00 P.M.**



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### **COMPLIMENT / COMPLAINT FORM**

This is regarding a:

- Compliment
- Complaint

**PLEASE SUBMIT AS MUCH CONTACT INFORMATION AS POSSIBLE  
SO WE MAY BEST CONTACT YOU FOR ADDITIONAL INFORMATION  
AND CLARIFICATION.**

**Your Name**

**DOB**

**Your Address**

**City / Town**

**State**

**Zip / Postal Code**

**Country**

**Email address**

**Phone Number**



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**Please enter any other contact information which will help us contact you during business hours**

**Officer's Name**

**Location (address / street name / highway name) where the incident occurred**

**Date the incident in question occurred (Please try to be as specific as possible)**

**Time the incident occurred**

**Explain in as much detail as possible as to what took place during the incident**



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**Incident Information Continued:**



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## Witness Contact Information:

- Name
- DOB
- Company
- Address
- City / Town
- State
- Zip Code
- Country
- Email address
- Phone Number

## Witness Contact Information:

- Name
- DOB
- Company
- Address



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➤ **City / Town**

➤ **State**

➤ **Zip Code**

➤ **Country**

➤ **Email address**

➤ **Phone Number**

○ **I have completed filing my formal complaint form. By submitting this form, I attest the information I have provided is accurate and true.**