

## FORMAL COMPLAINT OF HARASSMENT OR BULLYING

Before completing this form you should read the guidance in the MDP Harassment and Bullying Complaints Procedure. You are advised to consult a Contact Officer or an Assisting Officer. In the interests of clarity, it is preferable to complete a separate form for each incident and/or respondent involved in your complaint. Note that this form should only be used for complaints made against Ministry of Defence Police officers: complaints against other MOD staff, including MGS officers should be made under the procedures detailed in JSP 763.

### Part A. To be completed by the person making the complaint

#### 1. Your details:

Name:
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Rank/Grade:
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Contact details (unit name, address, telephone, email etc) :
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#### 2. Details of person about whom the complaint is made (the respondent):

Name:
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Rank:
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Unit:
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#### 3. Date, time and location of incident:

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**4. Describe the incident in detail:**

**5. Give details of anyone who witnessed the incident:**

**6. Describe the impact that the incident had on you:**

**7. Why do you believe that informal resolution is not appropriate in this case?**

**8. What outcome or redress do you seek from this complaint?** (ie. the action you expect the respondent to take or any other reasonable and feasible action you want to be taken)

**I understand that this complaint statement will be disclosed to the respondent named in it, and I agree to this.**

Signature of complainant:

Date:

**Part B: To be completed by line manager of respondent**

On the basis of the details I have of this complaint and the complainant's desired outcome, I am satisfied that I am able to dispose of this complaint.

OR

PSD advice is sought on whether a formal investigation should be carried out on this complaint.

Line manager signature:

Date:

Line manager name:

Line manager rank/grade:

Line manager contact details (unit name, address, telephone, email etc) :

On completion of Part B and regardless of whether PSD advice is sought, the **line manager must copy this form to:**

**Professional Standards Department  
Divisional Commander or Head of HQ Department  
DEU**

Where PSD advice is sought (ie line manager is unsure whether they can dispose of the complaint themselves), this form is to be submitted to PSD through the Divisional Commander or Head of HQ Department.

**Part C: To be completed by Professional Standards Department**

On the basis of the details given in this complaint it would not appear appropriate to carry out a formal investigation. The complaint should be disposed of by line management.

OR

This complaint will be formally investigated and line management should take no further action without instruction from PSD.

PSD officer signature:

Date:

PSD officer name:

PSD officer rank/grade:

PSD officer contact details (telephone or email):

On completion of Part C, the **Professional Standards Department will return this form to the respondent's Divisional Commander or Head of HQ Department.**

**PSD will also copy Part C to the DEU.**

**Part D: To be completed by the deciding officer**

It was decided to carry out a management inquiry to examine this complaint.

OR

It was decided that no management inquiry was required to deal with this complaint.

Decision date:

**If a management inquiry was carried out:**

Date management inquiry officer appointed:

Details of management inquiry officer (name, rank/grade/station):

Date management inquiry completed (report accepted by deciding officer):

Deciding officer's decision on complaint:

Complaint upheld

Complaint not upheld

Complaint not upheld and evidence found of malicious complaint

If the complaint was upheld what action was taken (sanction, any further action)

**If no management inquiry carried out:**

How was the complaint disposed of?

Deciding officer signature:

Date:

Deciding officer name:

Deciding officer contact details (unit name, address, telephone, email etc):

On completion of Part D, the **deciding officer must copy this form to:**

**Professional Standards Department  
DEU**

If the deciding officer is not the Divisional Commander or Head of HQ Department, the deciding officer must copy this form to them also.