



Albany Police Department
&
Community Police Review Board

Complaint Withdraw Form



The Community Police Review Board (CPRB) and Albany Police Department (APD) encourage any person who has filed a complaint of alleged misconduct against employee(s) of the APD to allow for the complaint process to reach completion. However, the CPRB and APD acknowledge there may be reasons a person no longer wishes to proceed with their complaint. As permitted by law, if you have filed a complaint against an APD employee and now wish to withdraw your complaint, the CPRB and/or APD *must* be notified in writing.¹ If you wish to withdraw your complaint you may complete the below form and send it to CPRB@Albanyny.gov or coordinate with the assigned APD Detective to complete a form with APD. Please include as much information as possible to ensure staff is able to locate your complaint.

Name of Individual who filed complaint: _____

Street Address: _____

City / State / Zip Code: _____ **Phone:** _____

Email Address: _____

Assigned Case Number: _____

Person assisting in completing this declination:

Name: _____ **Agency/Affiliation:** _____

Street Address: _____

City / State / Zip Code: _____ **Phone:** _____

By signing below, I understand that my complaint, as detailed above, may no longer be monitored or investigated by the CPRB and/or APD and that my withdrawing of my complaint may result in any applicable corrective action (e.g., *discipline or retraining of the accused APD employee*) not occurring. Further, I acknowledge that in addition to withdrawing my complaint, I am also withdrawing any consent for the release of records related to this complaint that was provided to APD.

By signing below, I hereby swear or affirm, that my decision to withdraw my complaint is made voluntarily, knowingly, and freely without the promise of or in exchange for anything to complete this form.

Signed: _____ **Date:** _____

¹ See Albany, N.Y., City Code part 33, ch. 42, § 42-344 (F)(6).