

**Gwent Police
and Crime Panel**

**Panel Heddlu
a Throseddu Gwent**

Please complete the following form, if you wish to make a complaint about the Police and Crime Commissioner (PCC) or Deputy Police and Crime Commissioner for Gwent

COMPLAINANT DETAILS:

Surname:		Title:
First Name(s):		
Address 1:		
Address 2:		
Address 3:		
Address 4:		
Postcode:		
Contact number:		
Email address:		
Are you?	<ul style="list-style-type: none">• A Member of the Public• An Officer of the Office of the PCC• An Officer of Gwent Police• Other	

Please indicate how you wish to be contacted.

COMPLAINT DETAILS

Please advise us who you are complaining about:

The Gwent Police and Crime Commissioner/ or

Name :

The Deputy Gwent Police and Crime Commissioner

Name :

Please provide us with details of your complaint. Please take time to complete these boxes with as much information as possible, considering the following:

- You should be specific, wherever possible, about exactly what you are alleging the PCC/DPCC said or did. For instance, instead of writing that the PCC/DPCC offended you, you should state what it was they did that offended.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe.
- You should provide any relevant background information, e.g. location, witnesses or other parties.
- You should relate to how the PCC/DPCC breached their Code of Conduct where possible – click on the following link to access the [Code of Conduct](#)
- Please include any supporting documentation.
- Please continue on a separate sheet with relevant supporting information if necessary
- Please be factual and provide supporting information, as far as practicable, in chronological order.

Date and times(s) of alleged incident(s)

Please say what outcome you would like to see in resolution of your complaint:

Once you have submitted your complaint, it will be subject to initial validation by the Lead Officer/Legal Advisor to the Gwent Police and Crime Panel (PCP), and if determined to be a complaint against the PCC or DPCC, it will be recorded as such.

The Lead Officer/Legal Advisor will then initially inform the following people that you have made this complaint:

- The person you are complaining about.
- Support Officers for the Gwent PCP.
- The Chief of Staff of the Office to the PCC.
- Members of the Complaints Sub-Committee.

The complaints sub-committee will determine if the complaint is a General Complaint, Conduct Matter or a Serious Matter. If it is determined that it is a Conduct Matter or a Serious Matter the complaint will be referred to the Independent Office for Police Conduct (IOPC). This shall be done as soon as is practicable, and in any event not later than the end of the day following the day on which it becomes clear to the Panel that the Complaint or Conduct Matter is one that should be referred to the IOPC.

The Gwent Police and Crime Panel Complaints Sub-Committee will deal with all General Complaints by way of informal resolution, this is considered to be encouraging, facilitating, or otherwise assisting in the resolution of the complaint otherwise than by legal proceedings.

Please be aware that the Gwent PCP is required, under the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012, to refer your complaint to the Independent Office for Police Conduct (IOPC) if upon receipt of your complaint, or during the course of the informal resolution, information is received which indicates the commission of a criminal offence, or if otherwise requested by the IOPC.

Once completed, please email this form and any supporting documents to gwentpcp@caerphilly.gov.uk or send to the:

Gwent Police and Crime Panel
Caerphilly County Borough Council
Penallta House
Tredomen Business Park
Ystrad Mynach
Hengoed
CF82 7PG