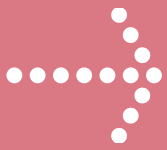


Making an appeal to the Independent Police Complaints Commission



Appealing against the **outcome of a
police investigation into your complaint**



Appealing against the outcome of a police complaints investigation

What can I do if I am unhappy about the way my complaint was handled?

If you have made a complaint against the police and you are unhappy with the way it has been handled, you may be able to appeal to the IPCC.

The IPCC, which stands for Independent Police Complaints Commission, is an independent organisation and our decisions cannot be overruled except by a court of law.

The IPCC is responsible for the way complaints about the police are handled. We are also responsible for considering appeals made by members of the public about their complaints and can, where appropriate, direct the police to change their decision or to take further action.

What does this leaflet tell me?

This leaflet describes what you can do if you are dissatisfied with the outcome of a local investigation by the police or an IPCC supervised investigation into your complaint. It sets out:

- The grounds on which you can make an appeal to the IPCC
- What you need to do to make an appeal
- How the IPCC will deal with your appeal
- How to get in touch with us

What should happen during and after a police investigation into a complaint?

If you have made a complaint to the police and it has been investigated by them, the police should write to you to tell you about progress during the investigation. At the end of the investigation the police should provide you with a letter or report which:

- Gives details about the findings of the investigation
- Says whether or not they propose to take any action as a result of the investigation
- Says what that action will be
- Tells you about your right of appeal to the IPCC

Can I appeal against the outcome of a police complaints investigation?

You can appeal to the IPCC about the outcome of a local investigation by the police or an IPCC supervised investigation if:

- You have not been provided with adequate information about the findings of the investigation or the actions the police propose to take (or not to take)

In many cases the police can give you the information above by providing you with a copy of the investigating officer's report.

- You disagree with the findings of the investigation. Such reasons may include:
 - Some witnesses were not traced and interviewed
 - Some parts of the complaint were not investigated
 - The evidence does not support the outcome

- You disagree with the action the police propose to take as a result of the investigation. Such reasons could include:
 - You think the proposed penalty to be brought against the officer or member of police staff is too lenient
 - You would like to receive an apology from the police about an issue which has been identified by the investigation

Please note: There is no right of appeal to the IPCC about an investigation which has been managed or independently investigated by the IPCC.

How do I make an appeal?

Complete the form at the end of this leaflet, giving as much information as possible and follow the instructions on the back of the leaflet.

Please note: You must make your appeal to us within 28 days of the date of the letter you have received from the police notifying you of the outcome of the investigation.

If you do not submit your appeal to the IPCC within 28 days, the IPCC does not have to consider your appeal. The IPCC may be able to extend this time period if you have very special circumstances and you fully explain your reasons for requesting an extension.

How will the IPCC deal with my appeal?

Once your appeal form has been received, the IPCC will send you a letter introducing the casework manager who will be dealing with your appeal and explaining how you can contact them.

We will consider the information you have given on the appeal form and contact the police to get any relevant information or paperwork. We will then make a decision as to whether the appeal can be upheld.

If your appeal is upheld, the IPCC will give instructions to the chief police officer or police authority about what they should do about your complaint. The police must follow these instructions. We will inform you of the instructions we have given to the police and explain what will happen next.

If your appeal is not upheld, we will write to you explaining how and why the IPCC has reached its decision.

What if I need more advice?

If, after reading this leaflet, you are still not sure what to do next or you need some more information, you can contact an organisation such as your local Citizens Advice Bureau for advice. You can also talk to a legal advisor.

If you prefer, you can contact the IPCC for advice about the appeals process. You can also contact the IPCC if you have any difficulties filling in this form.

Independent Police Complaints Commission
90 High Holborn
London
WC1V 6BH

Tel: 08453 002 002
Email: enquiries@ipcc.gsi.gov.uk
Web: www.ipcc.gov.uk

Appealing against the outcome of a police complaints investigation

The IPCC must receive your appeal within 28 days of the date of the letter you have received from the police notifying you of the outcome of the investigation.

If there is anything which makes it difficult for you to use our service, for example if English is not your first language or you have a disability, please contact us on 08453 002 002 or use the space below to tell us how we might help to make things easier for you.

Please indicate the name of the police force your complaint is about.

Please give the date of the letter you received from the police notifying you of the outcome of the investigation.

Please tick the appropriate box Mr Mrs Miss Ms Other (please state)

First Name Surname
(BLOCK CAPITALS) (BLOCK CAPITALS)

Your address

Postcode

Daytime tel no Evening tel no

Email address

Date you made your complaint IPCC/police reference number

Please give your reasons for appealing against the results of the police investigation into your complaint, providing us with as much information as possible, using a separate sheet if necessary. Please indicate to us whether you have further information in support of your complaint that you cannot provide at the time of your appeal, and the reason why you cannot provide that information.

Why I disagree with the findings of the police investigation.

Why I disagree with the proposed action against the person(s) complained of.

I have not been kept adequately informed by the police about the findings or the proposed action resulting from the investigation.

If you have a letter from the police, notifying you of the outcome of the investigation or any documents to support your complaint, please send these to the IPCC together with this form.

Please note that information you supply in relation to an appeal will be supplied to the police force concerned.

Please tick the box if you would like them returned to you. We would advise you to make copies for your own reference.

Signature of the person making the appeal

Date

So that the IPCC can ensure that we are providing all sections of society with the best possible service we would ask you to give us a few details about your ethnicity. Any information given will be treated in the strictest confidence and will in no way have any affect on the way your complaint is treated.

White:	White British	<input type="checkbox"/>	White Irish	<input type="checkbox"/>	Any other White background	<input type="checkbox"/>		
Mixed:	White and Black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>
Asian or Asian British:	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladesh	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>
Black or Black British:	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>		
Other ethnic groups:	Chinese	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>				
Other:	Prefer not to say	<input type="checkbox"/>						

When you have completed this form please send it to the Independent Police Complaints Commission at one of the addresses on the back of this leaflet.

The IPCC is split into four regions that together cover all police forces across England and Wales. Please send your completed form to the IPCC office which deals with the police force your complaint is about.

The map will enable you to find out which police force is covered by which IPCC office.

North

Independent Police Complaints Commission
1st Floor, Oaklands House
Washway Road
Sale M33 6FS

Central and Eastern England

Independent Police Complaints Commission
Independent House
Whitwick Business Park
Stenson Road
Coalville LE67 4JP

Wales and South West England

Independent Police Complaints Commission
Unit 2, Eastern Business Park
Wern Fawr Lane
St Mellons
Cardiff CF3 5EA

London and South East England

Independent Police Complaints Commission
90 High Holborn
London WC1V 6BH



If you are unable to establish which IPCC office to send your form to or you have any difficulties filling in this form please contact us using the details below.

Independent Police Complaints Commission
90 High Holborn
London
WC1V 6BH

Tel: 08453 002 002
Email: enquiries@ipcc.gsi.gov.uk
Web: www.ipcc.gov.uk

Please note that information you supply in relation to an appeal will be supplied to the police force concerned.

The IPCC will use the information you have provided only for the purposes of processing your complaint and in performance of its legal functions under the Police Reform Act 2002. The IPCC will not pass on information to third parties except where it is necessary in the proper performance of its functions.

Date: September 2005
Reference: COM/19