

Response to Time Limit Extension Request



For office use only Date received

How to complete the form:

- You may type your response or use a pen. Please do not use a pencil.
- Be sure to complete all sections of the form.
- Submit your completed Time Limit Extension (TLE) response to the New Brunswick Police Commission (NBPC) for it to be considered.
- Contact the NBPC if you need help completing the form.

Section A: Police force and/or police officer the complaint is against (you are the Respondent)

Indicate the name of the police force that the complaint is about if it is a service or policy complaint. If the complaint is a conduct complaint, indicate the name of the police force the police officer is a member of.

Police force

Indicate the name of the police officer who is responding to the conduct complaint, if applicable. If more than one respondent, each will complete a separate form.

Rank	First name	Last name

Section B: Do you, as the Respondent, object to the NBPC granting the time limit extension to the Complainant?

- No, please proceed to Section D; you do not have to complete section C.
- Yes, please proceed to Section C.

Section C: Circumstances that will be considered by the NBPC when determining whether to extend the time limit for making a complaint.

The NBPC may extend the one-year time limit for making a complaint if it decides that the circumstances warrant an extension based on the four-part criteria set out in NBPC's *Guideline on Time Limit Extension for Making a Complaint* on our website.

Please review the Complainant's TLE request in detail and:

- answer the following questions; and,
- submit any documents that support your answers.

1. Regarding the alleged breach of the *Police Act* or the *Code of Professional Conduct*:

a. When did you learn about it?

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b. How did you learn about it?

2. Do you believe the allegations constitute an ongoing situation (or repeated incidents)?

No Yes

Please explain how it was/was not a continuing situation?

3. Were you and the Complainant involved in another proceeding or process (for example: criminal charges, a union grievance, Human Rights complaint, an arbitration, civil action, etc.) with the same incident(s) described in the complaint?

No: Please proceed to question 4. Yes: Please answer the questions 3a and 3b.

a. Has this proceeding or process ended?

Yes: When did it end? _____ No

b. What kind of proceeding/process is/was it?

4. Briefly describe what happened:

Note: Indicate whether you believe the complaint is or may be credible and why.

5. Why do you believe you will incur significant unfairness because of the Complainant’s delay in filing the complaint?

For example, it may be unfair if, because of the delay, a Respondent has lost contact with their witness(es) or they have passed away or the Respondent no longer has documentation.

6. Do you believe the Complainant’s reason for not filing the complaint within the one-year time limit is justified? If no, please explain why.

Section D: Please read the statements below and initial each statement.

Statement

Initials

I declare the information I have provided in this form is true to the best of my knowledge and belief. _____

I understand that the NBPC will send a copy of this *Response to Time Limit Extension Request* and any supporting documentation* to the Complainant. _____

*Unless doing so would be contrary to subsection 29(1) of the New Brunswick *Right to Information and Protection of Privacy Act* (disclosure harmful to law enforcement or legal proceedings).

Respondent's signature (Typing your name in this section serves as signature)	Date

The personal information provided on this form is collected in accordance with paragraph 37(2)(a) of New Brunswick’s *Right to Information and Protection of Privacy Act* for purposes of responding to your complaint under the *Police Act*.

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NBPC file number	When was the complaint form filed?	What is the start date for the alleged period of the violation?
Comments		