

Time Limit Extension Request



For office use only Date filed

How to complete the form:

- You may type your request 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) request to the New Brunswick Police Commission (NBPC) within 10 days after the filing of a complaint for it to be considered.
- Contact the NBPC if you need help completing the form.

Section A: Your name (you are the Complainant)

First name	Last name

Section B: 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 the NBPC's *Guideline on Time Limit Extension for Making a Complaint* on our website.

In order to ask the NBPC to consider extending the time limit, you will need to:

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

1. Regarding the alleged breach(es) 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?

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2. Was this an ongoing situation (or repeated incidents)?

- No: Please proceed to question 3.
- Yes, it was an ongoing situation or repeated incidents of the same kind. Please answer question 2a.

a. If yes, explain how there was an on-going situation. If there were separate incidents, explain how they were similar or related and how much time there was between each incident. Please provide dates of the alleged incidents. If there are gaps between the incidents, explain what was happening during those times.

3. Are you or were you involved in another proceeding or process that was/is about you (for example: criminal charges, a union grievance, Human Rights complaint, an arbitration, civil action, etc.) dealing with the same incident(s) described in your 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: If you are filing a complaint against a police officer (Respondent), describe the officer's behaviour toward you. If you are filing a complaint regarding a police force's service or about a police force policy, describe the service you did or did not receive, or how the service or policy was an issue for you. How did this have an impact on you?

5. Why do you believe there will be no significant unfairness to anyone because of the delay?

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. If a Respondent knows about a complaint before it is filed, they can keep evidence. If you believe the Respondent(s) already knew about the issues in your complaint, explain when and how they knew.

6. Why did you file your complaint or part of your complaint late?

Note: You must give the reasons why you were late filing. It is not enough just to say you didn't know about your rights under the *Police Act* or the *Code of Professional Conduct*. If there are medical reasons, you need to provide medical documentation to support this. If you were trying to resolve this issue another way, you must provide details on when, how, what the outcome was, etc.

7. Are there any other reasons why you believe the NBPC should grant a time limit extension for complaint initiation and accept your complaint?

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

Statement	Initials
1. I declare the information I have provided in this form is true to the best of my knowledge and belief.	_____
2. I understand that the NBPC will send a copy of this <i>Time Limit Extension Request</i> and any supporting documentation* to the Respondent(s).	_____

*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).

Complainant'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		