

St. Bernard Police Department

4700 Vine Street St. Bernard Ohio 45217

Phone 513-242-2727 Fax 513-482-7234

Citizen Complaint Form

Citizen complaint forms will be completed IAW Chapter 52 Internal Affairs. Complaint forms should be completed with the assistance of a Supervisor. The purpose of this form is for citizens to notify the department of complaints about our personnel. It is our policy to promptly investigate allegations of misconduct or wrongdoing by department members and to take appropriate action as to discipline, policy change, or exoneration. Depending on the severity of the complaint, there are two methods of complaint resolution. The first and most common option is the Citizen Complaint Resolution Process (CCRP) and the second is an Internal Affairs Investigation. Please complete the information below so that we can process your complaint in an expeditious manner. Do I have to give my name on the complaint? No, however, anonymous complaints can be difficult to investigate and thus the conclusion may not be what you expected. Also, if the investigation results in criminal action against the employee, you may be needed for successful prosecution. Information provided will be handled in a confidential manner. Note— Complaints of Innocence vs. Guilty – In situations involving only the contention of innocence of a charge placed by a police officer you should not file a complaint but rather should seek judicial redress through established court procedures.

Report Number _____ Date of Incident _____ Time of Incident _____

Location of Incident _____

Member of the Department who is the Subject of the Complaint _____

Details of Complaint (Use additional sheets if necessary)

Complainant's Personal Information

Name _____ Soc _____ DOB _____ Race _____ Sex _____

Home Address _____

Home Phone _____ Pager _____ Cell Phone _____

Employer/Occupation _____

Work Phone _____

Witness Information

What will happen now? If the investigation shows misconduct, the officer will be disciplined according to the seriousness of the rules violation. Discipline actions range from oral reprimands to suspension or in extreme cases, termination. If the allegation is criminal in nature, the case will be presented for prosecution. Other appropriate remedies include policy changes and retraining. If the investigation shows there were no violations we will discuss the matter in detail so that you have an understanding and can provide feedback. Minor complaints are often handled immediately. The investigation of serious charges may take up to thirty days unless circumstances necessitate additional time. Once the investigation has been completed you will be informed of the results in a face to face meeting in the CCRP or by letter if the circumstances warrant an internal investigation depending upon the violation. Please ensure that the above information is as accurate as possible so that we can contact you without delay. The supervisor/member assisting you with this complaint will provide you a copy of page one for your records. If you have any questions regarding this complaint refer to the report number at the top of this form and you will be directed to the Supervisor in charge of the investigation.

Warning on False Complaints—It is against the law (ORC 2921.15) to knowingly make a false complaint against a peace officer alleging that the officer engaged in misconduct, if you know that the allegation is false. If you make a false complaint against an officer you will be prosecuted. This offense is an M1.

This statement is a true account of the incident and I would like this incident investigated by the St. Bernard Police Department and provided feedback.

Complainant Signature _____ Date/Time _____

Person Receiving Complaint Signature _____ Date/Time _____

FOR DEPARTMENTAL USE ONLY

Supervisor's decision on method to process the complaint: Citizen Complaint Resolution Process (CCRP) Internal Affairs Investigation Process (IAIP)

Complaint received via Walk-in Telephone Mail E-mail

Is there an original report number that this case refers to? _____

Were other Officers Involved?

Name _____ Name _____

Observations of Complainant

Obvious Injury Noted Yes No (If yes, explain in detail the location and type of injury.)

Complainant Intoxicated Yes No (If yes, explain)

Does the complainant exhibit any unusual behavior Yes No (If yes, explain)

Notes:

Attachments

Photos Attached Yes No (If yes, describe)

Taped Statements Attached Yes No (If yes, describe)

Medical Released Attached Yes No (If yes, describe)

MDT Printout Attached Yes No (If yes, describe)

Telephone Complaints Yes No (If yes, attach tape of telephone conversation) Line Number Utilized _____ Date _____ Time _____

Mail or E-mail Complaints Yes No (If yes, attach copies of documents)

Chief of Police Use Only

Supervisor Assigned to Investigate the Complaint _____

Chief of Police Signature _____ **Date** _____