

INDEPENDENCE POLICE DEPARTMENT  
PERSONNEL CONDUCT REPORT

\_\_\_\_\_ INFORMAL COMPLAINT

\_\_\_\_\_ FORMAL COMPLAINT

COMPLAINANT INFORMATION:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone# \_\_\_\_\_ Date of Birth \_\_\_\_\_ ID/Driver License# \_\_\_\_\_

INFORMATION ABOUT COMPLAINT:

Police Officer(s) Involved: \_\_\_\_\_  
Location of Occurrence: \_\_\_\_\_  
Date Occurred: \_\_\_\_\_ Time Occurred: \_\_\_\_\_

Please list witnesses (names, addresses, phone numbers) on a separate attached page.

DETAILED STATEMENT: (Include as many details of what occurred as possible.  
Please be specific. Read page 2 on the back of this form prior to writing statement.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional pages if necessary.)

I have read the reverse side of this form and wish to make a formal complaint. I understand that an investigation will be conducted, and I will fully cooperate with the investigation. I sincerely and truly declare and affirm my knowledge and belief. Further, I declare and affirm that my statement has been made voluntarily without persuasion, coercion, or promise of any kind.

I understand that, under the regulations of the police department, the officer against whom this complaint is filed may be entitled to request a hearing before a board of inquiry. By signing and filing this complaint, I hereby agree to appear before a board of inquiry, if one is requested by an officer, and to testify under oath concerning all matters relevant to this complaint.

\_\_\_\_\_ Check if complainant refused to sign.

\_\_\_\_\_  
Signature of Complainant Date

\_\_\_\_\_  
Signature of Person Receiving Complaint Date/Time

- I. COMPLAINTS AGAINST POLICY OR PROCEDURES: Some complaints are about certain policy or procedure, rather than against an individual police officer. For example, you may object to the use of radar, or the lack of adequate patrol in a certain area. Many of these complaints can be handled by talking with a police officer. If you are not satisfied with the explanation, ask to speak to a patrol supervisor. A supervisor will assist you in settling the matter or refer you to someone else.
- II. COMPLAINTS ALLEGING MISCONDUCT BY AN INDEPENDENCE POLICE OFFICER: If your complaint is against a particular Police Officer for doing something that may constitute a misconduct, ask to speak directly to the shift supervisor. Your cooperation in reporting the complaint directly to the supervisor will enable us to expedite processing your complaint up the chain of command. All complaints will be brought to the attention of the Chief of Police. The shift supervisor will determine if the alleged act does not constitute misconduct and will explain this to you. In some cases, your complaint may have to be decided by a court and not by the police department. For example, a dispute over the speed on a traffic citation would be a function for the court to decide. It would be improper for the police department to usurp the court's functions. On the other hand, if the police officer did something that would be misconduct, your complaint will be processed. There are two ways that you may want to elect to process your complaint, informally or formally.
- III. INFORMAL COMPLAINTS: Occasionally, an individual will want to report an act of misconduct, but will merely want it brought to a supervisor's attention so that the police officer can be counseled if he/she is wrong. The individual will not want to make a formal complaint. If you want your complaint handled in this manner, merely explain the situation to a supervisor. Unless the allegation is so serious that formal investigation is required, you will not have to write out a formal statement, and no formal discipline will be taken against the police officer. The supervisor will merely talk to him/her and counsel him/her if he/she is wrong.
- IV. FORMAL COMPLAINTS: If you file a formal complaint against a police officer, it will be thoroughly investigated. If the complaint is sustained, administrative disciplinary action may be taken. However, your cooperation is needed in this type of complaint. This will require that you complete the reverse side of this form and be reasonably available to speak to an investigator. Without your cooperation, the police department will not be able to successfully process your complaint. If you file a formal complaint and cooperate in the investigation, you will be notified by letter of the results of the investigation.
- V. FALSE AND MALICIOUS COMPLAINTS: The Independence Police Department encourages individuals to report any acts that they consider to be wrong so we can correct any mistakes in our policies or correct any mistakes made by police officers. No legitimate complaint will be discouraged, but you should be aware that all police officers are entitled to legal counsel in disciplinary proceedings; and any complaint that is found to be false or malicious in nature may subject the complainant to possible judicial punishment or civil liability.