



North Royalton Police Department

PUBLIC COMPLAINT FORM

The members of the North Royalton Police Department value the support and confidence of the public in our ability to provide police services. Our efforts depend on a working partnership with the community we serve. As a result, we take seriously any allegation of misconduct or illegal activity by our personnel. When problems of this nature arise, it is our goal to resolve them quickly and courteously pursuant to Department policy and Ohio law.

A person interested in filing a personnel complaint may speak with the accused employee's immediate supervisor. A personnel complaint may be filed by completing the *Public Complaint Form*. Anonymous and third-party complaints will be accepted and investigated to the extent that sufficient information is provided.

Complaints will be reviewed by a Department supervisor of rank greater than the accused employee and classified in any of the following ways:

- **Informal**- The complainant is satisfied that appropriate action has been taken and wishes no further action. In the case of an informal complaint, a *Public Complaint Form* need not be completed. Inquiries about employee conduct or performance that, if true, do not qualify as a violation of law or Department Policy will be handled informally and not be considered a complaint. These instances include clarifications regarding policy, procedures, or the Department's response to specific incidents.
- **Formal**- A matter which requires further investigation or action. Such matters will be investigated by the immediate supervisor or referred to the appropriate Bureau Commander.
- **Incomplete**- A matter in which the complaining party refuses to cooperate or becomes unavailable after diligent follow-up investigation. Such matters need not be documented as personnel complaints, but may be further investigated depending on the seriousness of the complaint and the availability of information.

Allegations of criminal misconduct will be investigated separately from an administrative investigation and the Department has the discretion to request assistance from an outside law enforcement or prosecutorial agency.

Completed investigations will be classified as follows:

- **Unfounded**- The alleged acts did not occur, did not involve Department personnel, or are frivolous.
- **Exonerated**- The alleged act occurred, but was justified, lawful, and/or proper.
- **Non-sustained**- There is insufficient evidence to sustain the complaint or fully exonerate the employee.
- **Sustained**- There is sufficient evidence to establish that the act occurred and constituted misconduct.

The Chief of Police or his or her designee will notify the complainant of the findings of the investigation within thirty days of its completion. While the complainant will be advised of the findings, he or she will not be advised of any disciplinary action taken against the employee.

If you have additional questions about this process, please ask the Officer in Charge or contact the Office of the Chief of Police at your convenience.



NORTH ROYALTON POLICE DEPARTMENT

Public Complaint Form

COMPLAINANT

Name _____ Birth Date _____

Street Address _____ Apt. _____

City _____ State _____ ZIP _____

Mobile Phone _____ Home Phone _____ Alt. Phone _____

Email Address _____ @ _____

SUBJECT(S) OF COMPLAINT Name(s), Badge Number(s), or Description(s) of accused personnel

1. _____

2. _____

3. _____

WITNESSES (If necessary, give names/phone numbers of additional witnesses in incident detail below)

1. Name _____ Phone Number _____

2. Name _____ Phone Number _____

INCIDENT: Date _____ Time _____ Ticket and/or Report Number _____

Location _____

Please include details of the incident and the alleged misconduct, describe any sustained injuries, and other facts related to the incident. Do not include unsubstantiated information such as gossip or rumor. Attach additional pages as necessary, including other reports or documentation, photographs, medical records, etc.

I hereby request the North Royalton Police Department investigate the conduct alleged in this complaint and take appropriate action as authorized by department policy and law.

I hereby state under penalty of Perjury (Revised Code 2921.11) that I am the complainant in this complaint, that I have prepared, read, and fully understand all matters set forth in this complaint, that this may result in an official investigation, and the information provided is true and complete to my knowledge.

I understand that filing a false report of misconduct against a Peace Officer is in violation of section 2921.15 of the Ohio Revised Code, a misdemeanor of the first degree.

Signature of Complainant _____ Date _____

Complaint received by and signed in the presence of

Printed Name and Signature of Department Representative Accepting Complaint _____ Date _____

OR, if this complaint is not filed in person, it must be witnessed and sworn before a Notary Public

SUBSCRIBED & SWORN before me this _____ day of _____, _____

Notary Signature

Notary Public for the State of _____, County of _____

My commission expires _____

DEPARTMENTAL USE ONLY

Received by _____ Date _____ Time _____

Investigating Supervisor _____

This complaint was determined by the initial investigating supervisor to be

_____ Informal, no further action taken _____ Formal _____ Incomplete

Approved by _____ Date _____

An investigation into this complaint determined it to be

_____ Unfounded _____ Exonerated _____ Non-sustained _____ Sustained

Approved by Chief of Police _____ Date _____

***** Complainant to receive a copy of this form at the conclusion of investigation *****