



HARRISVILLE POLICE DEPARTMENT

PERSONNEL COMPLAINTS

Mission Statement

It is our mission as the Police Department of Harrisville City to provide quality public safety services, and to foster a safe environment for our youth and residents. To work in partnership with the community as a whole, and protect life and property in a responsible, efficient, and impartial manner.

Department Policy

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Harrisville Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

The Harrisville Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any memorandum of understanding or collective bargaining agreement.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

Personnel Complaints

We strive to maintain a proper relationship between the public and the police, fostered by confidence and trust. Police officers must be able to act independently and make decisions within the bounds of the authority granted to him/her. The officer must also be free to exercise their best judgment and to initiate action in a reasonable, lawful and impartial manner without fear of reprisal, while accurately observing the rights of all people. The Chief of Police is required to provide a system of disciplinary procedures which will not only subject personnel to corrective action when improper conduct is determined, but which will also serve to vindicate personnel from unwarranted charges of criticism when duties are properly performed. The Harrisville Police Dept shall professionally and objectively investigate all personnel complaints as expeditiously as possible in order to arrive at all the facts.

It is our goal at the Harrisville Police Department that you will never need to use a personnel complaint form.

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

★ Personnel complaints may be generated internally or by the public.

How to make a complaint

The following applies to the source of complaints:

(a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.

(b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.

(c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint.

Compliant Forms

Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website. Forms may also be available at other City facilities.

All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate. Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

Notification of Findings

You will be notified of the disposition (finding) of the complaint at the completion of the investigation.

HARRISVILLE POLICE DEPARTMENT PERSONNEL COMPLAINT FORM

INCIDENT INFORMATION

Date of Incident	Time of Incident
Location of Incident	

COMPLAINANT INFORMATION

Your Full Name			Date of Birth	Employer / School
Address	City		State	Zip
Home or Cell Phone	Work Phone	Cell Phone	Other Phone	Email

WITNESS OR GUARDIAN INFORMATION

Full Name			Date of Birth	Employer / School
Address	City		State	Zip
Home Phone	Work Phone	Cell Phone	Other Phone	Email

Full Name			Date of Birth	Employer / School
Address	City		State	Zip
Home Phone	Work Phone	Cell Phone	Other Phone	Email

POLICE EMPLOYEES INVOLVED

Employee Name		Employee Name	
Description		Description	
Badge No.	Vehicle No.	Badge No.	Vehicle No.

Allegation of Racial or Identity Profiling? Yes No

Per Penal Code Section 13519.4(e) Racial or identity profiling is the consideration of, or reliance on, to any degree, actual or perceived race, color, ethnicity, national origin, age, religion, gender identity or expression, sexual orientation, or mental or physical disability in deciding which persons to subject to a stop or deciding upon the scope or substance of law enforcement activities following a stop, except that an officer may consider or rely on characteristics listed in a specific suspect description.

Form continued on next page.

NARRATIVE OF MISCONDUCT ALLEGED

(Please be very specific and detailed. Sign the bottom of this page.)

YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A POLICE OFFICER FOR ANY IMPROPER POLICE CONDUCT. UTAH LAW REQUIRES THIS AGENCY HAVE A PROCEDURE TO INVESTIGATE CITIZEN’S COMPLAINTS. YOU HAVE A RIGHT TO A WRITTEN DESCRIPTION OF THIS PROCEDURE. THIS AGENCY MAY FIND AFTER INVESTIGATION THAT THERE IS NOT ENOUGH EVIDENCE TO WARRANT ACTION ON YOUR COMPLAINT; EVEN IF THAT IS THE CASE, YOU HAVE THE RIGHT TO MAKE THE COMPLAINT AND HAVE IT INVESTIGATED IF YOU BELIEVE AN OFFICER BEHAVED IMPROPERLY. CITIZEN COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED BY THIS AGENCY FOR AT LEAST THREE YEARS.

I have read and understand the above statement _____ Date _____

The checkbox is required to complete your statement. It confirms that by typing your name in the provided slot, you agree to use this as your signature attesting to the validity of your statement.

HARRISVILLE POLICE DEPARTMENT USE ONLY

To be completed by the supervisor receiving this form

Supervisors Name and ID Number	Date and Time Received	Date Investigation Started
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Status of Filed Complaint	Date Investigation Completed	Date Complainant Notified of Outcome
Unfounded <input type="checkbox"/>	_____	_____
Exonerated <input type="checkbox"/>		
Not Sustained <input type="checkbox"/>		
Sustained <input type="checkbox"/>		

- Unfounded: The alleged act(s) did not occur or did not involve department personnel.
- Exonerated: The alleged act(s) occurred, but were justified, lawful, and/or proper.
- Not Sustained: There is insufficient evidence to prove or disprove the allegation.
- Sustained: There is sufficient evidence to establish the act(s) occurred and that it constituted misconduct.