

INTERNAL AFFAIRS CITIZENS COMPLAINT CHECKLIST

The following provisions of the Attorney General's Guidelines shall be relayed to any member of the public who inquires about or wishes to initiate a complaint against an officer of this department.

1. All citizen complaints shall be documented and investigated.
2. Complaints may be accepted in person, over the phone, in writing or through a third party.
3. Anonymous complaints, or from persons who wish their names to be held in confidence, shall be accepted for investigation.
4. Complaints shall be accepted at any time.
5. Complaints shall be accepted regardless of the age, race, ethnicity, religion, gender, sexual orientation, disability or immigration status of the complaining party.
6. Officers shall not attempt to resolve a complaint or discuss the merits of a complaint with the complainant, but shall accept the complaint and then promptly notify a supervisor.
7. No member of the department shall have contact with a complaining party or witness after a citizen's complaint is received, except at the direction of the Chief of Police.
8. Complaints shall be accepted regardless of what biographical information the complainants wish to withhold from the officer receiving the complaint.
9. A copy of this checklist shall be kept by each telephone in Police Headquarters and in each patrol vehicle.