

## **TROUTDALE POLICE DEPARTMENT PERSONNEL CONDUCT REPORT**

The Troutdale Police Department encourages individuals to report any acts that they consider to be wrong so that we can correct mistakes in our policies or mistakes made by our 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 place the complainant in possible civil liability, and, or, judicial punishment.

### **1. COMPLAINTS AGAINST POLICY OR PROCEDURES:**

Some complaints are about a certain policy or procedure, rather than against an individual Officer. Many of these complaints can be handled by talking with an Officer. If you are not satisfied with his or her explanation, ask to talk to their patrol supervisor. He or she will assist you in the matter.

### **2. COMPLAINTS ALLEGING MISCONDUCT BY A TROUTDALE POLICE OFFICER:**

Ask to speak to a patrol supervisor. All complaints will be brought to the attention of the Chief of Police. The shift supervisor will determine if the alleged act does or does not constitute misconduct. In some cases, your complaint may have to be decided by a court and not by the Police Department. Example: A dispute over the speed on a traffic citation would be a function for the court to decide. On the other hand, if the Police Officer did something that would be misconduct, your complaint will be expedited thoroughly following the chain of command.

### **3. 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 or she is wrong. The individual will not want to make a formal complaint. If you want your complaint handled in this manner, explain the situation to a supervisor. Unless the allegation is so serious that a formal complaint is required, you will have to write out a formal statement of the event. The supervisor will talk to the Police Officer and counsel them if he or she is wrong.

### **4. 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. Your cooperation is needed in this type of investigation as you will be needed to speak to an investigator and write a detailed statement of what occurred. If you file a formal complaint and cooperate in the investigation, you will be notified by letter of the results of the investigation.

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INFORMAL COMPLAINT

FORMAL COMPLAINT

**COMPLAINANT INFORMATION**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

HOME PHONE # \_\_\_\_\_ WORK # \_\_\_\_\_

CELL PH # \_\_\_\_\_ DATE OF \_\_\_\_\_

ID # / DRIVER LICENSE # \_\_\_\_\_

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

**INFORMATION ABOUT THE COMPLAINT**

Police Officer (s) involved \_\_\_\_\_

Location of occurrence \_\_\_\_\_

Date occurred \_\_\_\_\_ Time occurred \_\_\_\_\_

**DETAILED STATEMENT** (Include as many details as possible of what occurred. Please be specific. Read page 1 of this form prior to writing statement)

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(Attach additional pages as necessary)

I have read both pages of this form and wish to make a formal complaint. I understand that an investigation will be conducted, and I will cooperate with the investigation. I sincerely and truly declare and affirm that the facts contained herein are complete, accurate, and true to the best of my knowledge. Further, I declare and affirm that my statement has been made by me voluntarily without persuasion, coercion, or promise of any kind.

I understand that, under the regulations of the Troutdale 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.

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Signature of Complainant

Date

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Signature of person receiving complaint

Date and Time Received