

How long will the investigation take?

Minor complaints are often handled immediately. As a general rule, the investigation of serious charges should be concluded within 30 days unless circumstances necessitate additional time.

Will I be notified of the results of the Investigation?

Once the investigation is concluded, the Assistant Chief of Police will inform you of the outcome of the complaint.

What if I am not satisfied with the results of the Department's investigation?

Any person who believes that his or her allegations have not been taken seriously, investigated thoroughly, or resolved satisfactorily by the department may submit a letter stating those concerns to the Chief of Police, who, after investigation, shall forward your concerns to the office of the Germantown City Manager.

What if I file a false complaint?

If you believe the complaint to be valid and the officer is ultimately exonerated, the case will be ended. However, if it is determined that the complaint was intentionally false and malicious, you may be subject to criminal charges.

**Germantown Police Department
Citizens Complaint Brochure**

The Germantown Police Department Mission Statement states that we are committed to "Highly effective law enforcement, and outstanding service." Citizen cooperation and input are essential if the department is to succeed in reaching our goal of providing outstanding service.

If you have questions about any specific action taken by the department or have questions about how the department operates, you can contact our department at any time. You may also fill out the below listed information, and drop this form off at the Germantown Police Department between the hours of 8:00 AM and 4:00 PM weekdays. You will be contacted by a member of our Command Staff

Name: _____

Address: _____

Phone #: _____

Concern: _____



**Citizen's Complaint
Procedure Brochure**

75 North Walnut Street
Germantown, Ohio 45327

Phone: (937) 855-7271

Website: www.germantown.oh.us

Facebook: City of Germantown Police
Department

Contact Email:
mburns@germantown.oh.us

Complaint Procedures:

How do I initiate a complaint against an officer?

It is the policy of the Germantown Police Department to promptly investigate allegations of wrong-doing by departmental members. When someone wishes to make a formal complaint against an officer, that individual must meet with the Deputy Chief of Police and detail their complaint. At that time the complainant will be asked to read and sign a document that acknowledges that knowingly making a false allegation that a Police Officer engaged in misconduct while in the performance of duty, is a crime in Ohio.

If the Deputy Chief of Police is not available, the complaint can be filed with any member of the Command Staff. The Deputy Chief will evaluate the information given to him by the complainant. Some matters / complaints will be relatively simple to look into or handle, and may not need the depth of an Internal Affairs Investigation. Even more often, the complaints are in reference to issues which, when examined, are neither violations of law nor policy. In these cases, a reconciliation can often be affected through simply explaining the situation, action taken, and working with the complainant to achieve an understanding of the matter. This will be accomplished by the Deputy Chief or another designated Command Officer.

Commonly asked questions:

Must I give my name to file a complaint?

No. Anonymous complaints, or complaints from citizens who expressly request their names to be held in confidence shall be accepted. However, when an anonymous complaint is made against an employee and there is not corroborative evidence of any kind, the complaint shall be classified as unfounded. Also, if the complaint results in criminal or civil action against the officer, you may be subpoenaed into court, and a name will be required at that time.

Will the officer know that I have made a complaint?

Yes. The officer(s) will be advised of the allegations made against him or her as well as the name of the person registering the complaint. The officer will be required to provide a detailed account outlining the details of the incident from his / her point of view.

Who is responsible for the investigation of the complaint?

The Deputy Chief of Police is responsible for the administration of internal investigations. When necessary, the department may utilize an outside law enforcement agency to investigate criminal allegations against an officer.

What will happen to the officer?

If the investigation reveals misconduct, the officer will be disciplined according to the seriousness of the rule violation. Disciplinary actions range from an oral reprimand to suspension, and in extreme cases, termination.

If the allegation is criminal in nature, the cases will be presented for prosecution. Other appropriate remedies include policy training and remedial training.