



SIDNEY POLICE DEPARTMENT

CITIZEN COMPLAINT FORM

Date:

Case File #

Complainant:

Address:

Telephone (Home):

Work:

Cell:

Sworn or Non-sworn Member Involved:

Witness Information:

Details of Complaint:



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Details Continued:



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STATEMENT: A person making a false statement in their complaint shall be guilty of 2921.13 Falsification of the Ohio Revised Code. This offense is a Misdemeanor of the first degree which each violation can be punishable by up to 180 days in jail and/or a \$1000 fine.

Complainant Signature:

Date:

Notary Signature:

Notary Name:

Sworn before me:

This day of

Personally known:

Produced identification:

Identification Number:

Internal Affairs Investigative Process

1. A complaint against a PD member is filed.
2. The complaint is brought to the attention of the Chief of Police by the chain of command.
3. The most appropriate means to review and investigate the incident is determined.
4. The complainant and witness are contacted and interviewed.
5. The PD member is contacted and interviewed.
6. A report is compiled and submitted to the Chief of Police.
7. The Chief of Police makes a determination based on facts and takes appropriate action.
8. The PD member has a Right of Appeal.
9. Complainant is contacted and advised as to the outcome of the Internal Affairs Process.