



# Frenchtown Police Department



## CITIZEN COMPLAINT INFORMATION SHEET

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The members of the Frenchtown Police Department are committed to providing law enforcement services that are fair, effective and impartially applied. It is in the best interests of everyone that your complaint about the performance of an individual officer is resolved fairly and promptly. The Frenchtown Police Department has formal procedures for investigating your complaint. These procedures ensure fairness and protect the rights of both citizens and law enforcement officers.

- ✓ Your complaint will be sent to a superior officer or a specifically trained internal affairs officer who will conduct a thorough and objective investigation.
- ✓ You might be asked to help in the investigation by giving a detailed statement about what happened or providing other important information.
- ✓ All complaints against law enforcement officers are thoroughly investigated. You will be advised in writing of the outcome of the investigation.
- ✓ If our investigation shows that a crime might have been committed, the county prosecutor will be notified. You might be asked to testify in court.
- ✓ If our investigation results in an officer being charged with a violation of department rules, you might be asked to testify in a departmental hearing.
- ✓ If our investigation shows that the complaint is unfounded or that the officer acted properly, the matter will be closed.
- ✓ All disciplinary hearings shall be closed to the public unless the defendant officer requests an open hearing.
- ***It is unlawful to provide information in this matter which you do not believe to be true.***
- ***You may call the Internal Affairs Investigator at (908) 996-2341 with any additional information or any questions about the case.***



# Frenchtown Police Department



## INTERNAL AFFAIRS REPORT FORM

DEPARTMENT		ORI NO.		INTERNAL AFFAIRS CASE NO.	
<b>PERSON MAKING REPORT</b>					
NAME			ALIAS		
CITY		STATE	ZIP	PHONE	
DOB	SSN	AGE	SEX	RACE	
EMPLOYER/SCHOOL				PHONE	
ADDRESS		CITY	PHONE		
<b>INCIDENT</b>					
NATURE OF COMPLAINT					
COMPAINT AGAINST [NAME(S)]				BADGE NO(S)	
DATE	TIME	DATE/TIME REPORTED		HOW REPORTED	
INCIDENT LOCATION		DIST/AREA		BEAT	
DESCRIPTION OF INCIDENT _____					
DESCRIPTION OF ANY INJURIES _____					
PLACE OF TREATMENT		DOCTOR'S NAME		DATE OF TREATMENT	
SIGNATURE OF COMPLAINANT <i>(Optional)</i>				DATE	
COMMENTS _____					
SIGNATURE			BADGE NO.	DATE RECEIVED	