



NILES POLICE DEPARTMENT COMMENDATION/COMPLAINT FORM



Please fill out as much of this form as possible. Be as detailed as possible.

What are you reporting? (Check only one) <input type="checkbox"/> Commendation <input type="checkbox"/> Complaint	Administrative Use Only – Assigned Number
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Subject of Commendation/Complaint Information

Employee's Name, Badge (if known) Or Department	Race	Sex	Height	Weight	Age
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Reporting Party's Information

Name (Last Name, First Name)			Home Address		Phone Number
City	State	Zip Code	Email Address		

Witness Information

Name (Last Name, First Name)			Home Address		Phone Number
City	State	Zip Code	Email Address		

Name (Last Name, First Name)			Home Address		Phone Number
City	State	Zip Code	Email Address		

Incident Information

Date of Incident	Time of Incident
Location of Incident	



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Commendation

As partners with members of our community the Police Department actively seeks feedback from the public regarding the performance of our employees. We provide this form to assist the public in documenting instances when they feel they have received services which exceed their expectations and they wish one or more of our employees to receive recognition for a job well done.

Complaint

The Niles Police Department is committed to investigating concerns of employee misconduct. Officers can be targets of false complaints by people who seek revenge on them for doing their job. The Ohio Revised Code makes it a misdemeanor of the first degree to knowingly file a false complaint of misconduct against a peace officer. The Niles Police Department feels that people need to know the law exists and that when appropriate, the charge will be filed against violators of this law. Please remember, it is not only expensive to investigate false complaints, but can also affect an officer's career. This information is given not to keep people from filing complaints but to inform them of the law. Complaint investigations may take 60 days..

Acknowledgement of 2921.15

Signature of Reporting Party:

Date:

2921.15 Making false allegation of peace officer misconduct.

(A) As used in this section, "peace officer" has the same meaning as in section 2935.01 of the Revised Code.

(B) No person shall knowingly file a complaint against a peace officer that alleges that the peace officer engaged in misconduct in the performance of the officer's duties if the person knows that the allegation is false.

(C) Whoever violates division (B) of this section is guilty of making a false allegation of peace officer misconduct, a misdemeanor of the first degree.

Types of Finding

Sustained – The accusation is supported by evidence. Depending on the severity of the action, a sustained finding may result in disciplinary action.

Not Sustained – There is not enough evidence to either prove or disprove the accusation.

Unfounded – There is no evidence to support the accusation.

Exonerated – The accusation is true, but the action taken by the employee was legal and appropriate for the situation.

Policy/Procedure – The accusation was clearly about the proper use of an approved policy.

Cancelled for Cause – The alleged misconduct could not have occurred or the person named in the complaint is not an employee of Niles Police Department.

Unable to Resolve – There is not enough information to complete an investigation.



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Incident Summary Use for Commendation & Complaint

Written statement of event: Include date, time, and location of the event, any name or description of the officer(s), involved with event if known. Include any witnesses to the event and be as detailed as possible in your statement

Signature of Reporting Party: Date:	Date:	
Name of Employee Accepting Form <small>(Last Name, First Name)</small>	Assignment	Time & Date



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Administrative Use

Initial Information

Date & Time Of Complaint :	Incident Number Of The Complaint:
Supervisor Taking The Complaint:	Nature Of Complaint:
Was The Complainant Arrested:	Date Of Arrest If Applicable:
Incident Number Of Arrest If Applicable:	Charges If Applicable:
Where BWC Downloaded For Evidence:	From Which Officer(s):
Where Any Photos Taken:	Photographing Officer:
Type of Alleged Misconduct:	

Administrative Review

Date & Time Received:	Date & Time Assigned
Supervisor Assigned To Review The Complaint:	Initial Finding:
Signature of Supervisor(s)	Date:

Chief Of Police Review

Date & Time Of Final Review:	Chief's Final Disposition:
Signature of Chief	Date: