

Complaint Form

<p>Origin of Complaint</p> <p><i>Check one</i></p> <input type="checkbox"/> Department <input type="checkbox"/> Verbal <input type="checkbox"/> Correspondence <input type="checkbox"/> Community Complaint Form <input type="checkbox"/> Electronic (internet) <input type="checkbox"/> Claim or Summons	COMPLAINANT	Last, First, Middle Initial	<input type="checkbox"/> Department	Gender	DOB	
Address (home)		Phone: _____				
Address (work)		Cell: _____				
Badge Number:		Email: _____				
Arrested? <input type="checkbox"/> Yes <input type="checkbox"/> No		Case Number:	Injured? <input type="checkbox"/> Yes <input type="checkbox"/> No	Use Of Force <input type="checkbox"/> Yes <input type="checkbox"/> No		
Location of Occurrence						
Date of Occurrence			Time of Occurrence			
Date Reported to Uninvolved Supervisor			Time Reported			
Other:						
<p>Source of Complaint</p> <p><i>Check one</i></p> <input type="checkbox"/> Public <input type="checkbox"/> Public Third Party <input type="checkbox"/> Department <input type="checkbox"/> Department Employee <input type="checkbox"/> Other LE Agency <input type="checkbox"/> Judicial Official/Prosecutor <input type="checkbox"/> Attorney						

Brief Summary (describe nature of complaint in brief phrases):

REPORTING SUPERVISOR Name & Badge Number:	COMPLAINANT SIGNATURE:	Or received by phone: <input type="checkbox"/> Yes <input type="checkbox"/> No	Complainant received copy: <input type="checkbox"/> Yes <input type="checkbox"/> No
---	------------------------	---	--

ACCUSED EMPLOYEE(S) (If unknown, complete descriptors: Indicate rank and assignment at time of incident)

Last, First, M.I. (print)							Badge Number	Rank	Duty <input type="checkbox"/> On <input type="checkbox"/> Off	Arrested <input type="checkbox"/> Yes <input type="checkbox"/> No	Assignment <input type="checkbox"/> Patrol <input type="checkbox"/> Admin <input type="checkbox"/> Invest
Gender	Descent	Hair	Eyes	Weight	Height	Age	Additional Descriptors (tattoos, clothing, etc.)				
Last, First, M.I.							Badge Number	Rank	Duty <input type="checkbox"/> On <input type="checkbox"/> Off	Arrested <input type="checkbox"/> Yes <input type="checkbox"/> No	Assignment <input type="checkbox"/> Patrol <input type="checkbox"/> Admin <input type="checkbox"/> Invest
Gender	Descent	Hair	Eyes	Weight	Height	Age	Additional Descriptors (tattoos, clothing, etc.)				

INVOLVED PERSONS W=Witness A=Attorney TP=Third Party CO=Co-complainant P/G=Parent/Guardian
 P=Partner Deputy (mandatory)

Name	Bureau:	Phone
Description (gender, DOB, etc.)	Badge Number:	Other
Name	Bureau:	Phone
Description (gender, DOB, etc.)	Badge Number:	Other

Preliminary Case Screening

- The complaint, as stated, would not amount to the commission of a felony or misdemeanor crime.
- The complaint, as stated, may not result in discipline against the employee; or the complained of act or omission by the employee has no nexus to the employee's position with the Department.
- The complaint does not allege any of the following: unauthorized force; discrimination of any kind; unlawful search and/or seizure of person or property; dishonesty; domestic violence; improper/illicit use of alcohol, narcotics, or drugs; sexual misconduct; theft; or retaliation/retribution against another employee. **Exception:** When a complaint is clearly exonerated or unfounded at the time it is initiated, the complaint may be handled as a Non-Disciplinary complaint.
- The complaint was not as a result of concerns arising out of a criminal prosecution or dismissal of charges otherwise initiated by a judge or prosecutor acting in their official capacity.
- The accused employee has no apparent pattern of similar behavior (w/i last 5 years) for which (s)he is accused.
- The complaint was not initiated in response to civil suits or claims for damages involving on-duty conduct and civil lawsuits regarding off-duty conduct required to be self-reported by employees.

All boxes in the preliminary case screening must be marked for classification as Non-Disciplinary.

Approval & Initial Classification	<input type="checkbox"/> Non-Disciplinary <input type="checkbox"/> Disciplinary	Supervisor Name & Badge Number:
--	---	---------------------------------

Summary: Include preliminary investigation and additional involved persons. List any evidence collected. Use additional pages if needed and attach any statements taken. If you are going to interview the involved officer, be mindful that Garrity Warnings may apply.

Disciplinary

Non-Disciplinary (Check applicable box below)

- POLICY/PROCEDURE** – The facts of the case revealed that the complaint relates to Department policy/procedure and not to a specific employee’s actions.
- EMPLOYEE’S ACTIONS DID NOT RISE TO THE LEVEL OF MISCONDUCT** – A preliminary investigation revealed that the allegations did not rise to the level of misconduct and/or the named employee’s actions were protected by law or found to be consistent with Department policy or procedure.
- EMPLOYEE’S ACTIONS COULD HAVE BEEN DIFFERENT** – The facts in the complaint revealed the employee’s actions could have been different. However, the employee’s act or omission is best addressed through corrective action by the employee’s commanding officer. The correct action(s) taken was/were: (Check all that apply)
 - Counseling Training Other
 - Memo in 201 Referral _____
- DEMONSTRABLY FALSE** – The complaint was demonstrably false (unfounded) or demonstrates an irrational thought process and was consistent with the complainant’s established pattern of making chronic or crank complaints.
- DEPARTMENT EMPLOYEE(S) NOT INVOLVED** – The preliminary investigation revealed that the complaint did not involve Department employee(s).

Supervisor			Professional Standards		
<input type="checkbox"/> Approved	<input type="checkbox"/> Referred For Disciplinary Consideration		<input type="checkbox"/> Concur	<input type="checkbox"/> Do Not Concur	
Name	Rank	Badge Number	Name	Rank	Badge Number
Signature			Signature		

COMPLAINT ADVISORY INFORMATION

POLICY:

It is the policy of the Casper Police Department that you have the right to make a complaint against a peace officer for any improper police conduct. Our policy requires this agency to have a procedure to investigate community complaints. You have a right to a written description of this procedure. This agency may find after investigation that there is not enough evidence to warrant action on your complaint. Even if that is the case, you have the right to make the complaint and have it investigated if you believe an employee behaved improperly. Complaints and any reports or findings relating to complaints must be retained by this agency.

HOW TO MAKE A COMPLAINT. You may make a complaint in person, by calling, or writing to the Casper Police Department. If you write your complaint, it does not have to be on any special form. When you make a complaint in person, please ask to speak to a supervisor who can assist you.

WHAT HAPPENS AFTER THE

COMPLAINT IS MADE? A department supervisor will investigate your complaint. The Chief of Police will make the final determination on the outcome of the case including discipline if warranted. You will be notified in writing of the outcome of the findings. We ask your patience, as the process is lengthy but necessary to ensure fairness and thoroughness.

WHAT IF YOU DON'T LIKE THE OUTCOME OF THE INVESTIGATION?

Your reply letter will explain the general findings of the investigation and whether any discipline was imposed. Discipline can vary in severity and is not appropriate for every incident. When the Professional Standards Unit receives this complaint, you will be notified and provided with an Professional Standards Unit (PSU) number for future reference.

Casper Police Department Contact Information:

Non-emergency Dispatch.....	307-235-8278
Watch Commander	307-235-8279
Records	307-235-8300
Property/Evidence.....	307-235-8310
Sergeants Office.....	307-235-8280
Traffic.....	307-235-8263