



## **NOBLESVILLE POLICE DEPARTMENT**

135 South 9<sup>th</sup> Street  
Noblesville, Indiana 46060  
(317) 776-6340

### **CITIZEN COMPLAINT AGAINST POLICE PERSONNEL**

#### **Policy of the Noblesville Police Department**

The Noblesville Police Department requires the administration of internal affairs matters for the purpose of creating a process to ensure the integrity of the agency. The goal of the internal affairs function is to ensure that the integrity of the agency is maintained through an internal system whereby objectivity, fairness, and justice are ensured by an impartial investigation and review. The internal affairs function shall consist of the Assistant Chief of Police and/or his designee in performing formal internal investigations and reviewing informal investigations.

It is the policy of the Noblesville Police Department that all allegations of employee misconduct be appropriately investigated.

To this end, the Noblesville Police Department will make every effort possible to ensure that each and every complaint received from the public is investigated to its fullest potential.

**Compliant defined:** A complaint is defined as an act of expressed dissatisfaction that relates to department operations, personal conduct or unlawful acts. Generally, complaints are based on misconduct or violations of procedures.

**How do I file a complaint against an officer?**

We would prefer to talk to you about your complaint in person; however, complaints will be accepted in one of three (3) ways:

1. in person;
2. by telephone, or;
3. by mail

If you contact the department, you can speak with the involved employee's supervisor or any available supervisor. Your concerns may be addressed at that time to your satisfaction without having to file a formal complaint. The telephone number for the Noblesville Police Department is (317) 776-6340.

**If I am under 18 years of age, do I have the right to file a complaint?**

Yes. Just provide the name and phone number of your parent, legal guardian or custodian so that we may contact them as well.

**Who can make a complaint?**

Anyone can make a complaint if they truly and honestly believe a police employee has acted improperly.

**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 no corroborative evidence of any kind, then 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 which would require your appearance.

**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 statement outlining the incident from their point of view.

**Who investigates a citizen's complaint?**

By policy, the Assistant Chief of Police is responsible for the investigation into allegations of misconduct. Some allegations may be handled by the appropriate supervisor and then submitted to the Assistant Chief of Police for final review.

**What will happen to the officer?**

If the investigation reveals misconduct, the officer will be disciplined according to the seriousness of the rules violations. Disciplinary actions range from an oral reprimand to suspension and in extreme cases, termination. If the allegation is criminal in nature, the case will be presented for prosecution. Other appropriate remedies include policy change and/or additional training.

**How long will the investigation take?**

Some complaints can be handled immediately over the phone. As a general rule, the investigation of serious charges should be concluded within thirty (30) days unless circumstances necessitate additional time.

**Need I be concerned about possible retaliation for making a complaint against an officer(s)?**

NO. It is essential that the public confidence be maintained which enhances the ability of the department to investigate and properly adjudicate complaints against its members. An employee who retaliates against you as a result of filing a complaint is subject to disciplinary action up to and including dismissal from the department.

**Will I be notified of the results of the investigation?**

Yes. Once the investigation has been concluded, the Assistant Chief of Police will inform you in writing 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 their concerns to the Noblesville City Attorney. The Noblesville City Attorney, after investigating the facts, shall notify the Board of Works in executive session.

**What if I make a false complaint?**

If you believe the complaint to be valid and the officer is ultimately exonerated, the case will be concluded from the department's perspective. However, if it is determined that the complaint was intentionally false and malicious, you may be subject to criminal charges and a civil suit.



NOBLESVILLE POLICE DEPARTMENT

OFFICE USE ONLY
NPD Control Number:

CITIZEN'S COMPLAINT AGAINST POLICE PERSONNEL

Your Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Would you like for us to contact or follow-up with you?: [ ]Yes [ ]No

Involved Employee (s): Name: \_\_\_\_\_ Badge #: \_\_\_\_\_

Name: \_\_\_\_\_ Badge #: \_\_\_\_\_

Name: \_\_\_\_\_ Badge #: \_\_\_\_\_

Description, if name(s) is/are unknown: \_\_\_\_\_

Location of Occurrence: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_ Time: \_\_\_\_\_

Description of Event/Occurrence: \_\_\_\_\_

(Attach additional pages, if necessary)

I do hereby swear (affirm) that the allegation made by me is true and factual to the best of my knowledge. \_\_\_\_\_ (Complainant's Initials)

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

[ ] I do not wish to sign this complaint. I have included my reason(s) for refusing to sign this form in the description above or on an attached page(s).



**FOR OFFICE USE ONLY**

NPD Employee Taking Receipt of this Complaint: \_\_\_\_\_

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

How was the complaint received (circle all that apply)? In-Person Telephone Call Mailed Website

Explain All Other: \_\_\_\_\_

**Investigation Assignment:**

\_\_\_\_\_ None (Matter was resolved with the complainant by: \_\_\_\_\_)  
(Officer's Name)

\_\_\_\_\_ Field Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Shift Commander: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Division Commander: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Assistant Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

**Findings:**

\_\_\_\_\_ Proper Conduct Investigating Officer: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Improper Conduct Investigating Officer: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Policy Failure Investigating Officer: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Insufficient Evidence Investigating Officer: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Unfounded Complaint Investigating Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Provide additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assistant Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_