



PERSONNEL COMPLAINT – PROCEDURE

This agency is attentive to the demeanor and actions of the members of the Brimfield Police Department.

In many instances, a complaint can be handled informally. At times, a “complaint” originates because of a misunderstanding about this agency’s function, its policies and procedures, or the duties and responsibilities of its members. Quite often, if a potential complaint complainant asks some questions about our procedures or inquires about the reason a particular action was taken, it may be possible for a supervisor to provide a very adequate explanation. If your questions or concerns cannot be resolved in an informal manner, you have the option to make a formal complaint.

A staff member will ask some questions about the conduct or demeanor that led to the complaint and explain our *Personnel Complaint Form*, which confirms the specifics of your complaint, and allows us to keep you informed of the status and outcome of your complaint. Your completed complaint form is your statement of the situation as you perceive it, and you will be supplied a copy of your completed complaint form by the receiving officer.

The Chief of Police will acknowledge receipt of your complaint in writing and assign an uninvolved supervisor to investigate your complaint. Complaints will be fully investigated – allowing both sides to represent their view of the circumstances. Upon completion of the complaint review, the Chief of Police notify you in writing of the outcome.

At the conclusion of each investigation into an allegation of misconduct, a conclusion of fact will be designated from one of the following:

1. Sustained
2. Not Sustained
3. Exonerated
4. Unfounded



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If you have questions about other policies and procedures that affect the handling of complaints, please do not hesitate to ask.

Please note, it is a violation of the Ohio Revised Code to knowingly file a complaint against a peace officer that alleges the peace officer engaged in misconduct in the performance of the officer's duties if the person knows the allegation is false. Making a false allegation is a misdemeanor of the first degree (ORC § 2921.15)

Please also note, if the only complaint is a contention of innocence of a charge without any allegation of misconduct by a sworn officer, you should seek judicial redress through established court procedure.

Your patience as we allow for appropriate time for a complete investigation is appreciated.

Thank you.

Complainant Signature

Date & Time Complaint Filed

BPD OFFICER RECEIVING: Supply a copy of this signed form to Complainant. Retain original.