



## PIQUA POLICE DEPARTMENT

# Personnel Complaint

Complainant:

Name - \_\_\_\_\_

Address - \_\_\_\_\_

Phone - \_\_\_\_\_

Email - \_\_\_\_\_

Preferred Method of Contact - \_\_\_\_\_

Detailed Narrative of Complaint:


Complainant's Signature \_\_\_\_\_

Date \_\_\_\_\_

*Copy to Complainant*

**IA Number Assigned:**

Investigator Assigned by  
Employee's Division Commander

*Copy to Chief*

Disposition of Complaint:  Incomplete, OR

Unfounded

Exonerated

Not Sustained

Sustained

Sustained Other

Chief's Signature \_\_\_\_\_

Date \_\_\_\_\_

*Notice of Findings to Complainant*

## Possible Dispositions

**Unfounded**— When the investigation discloses that the alleged acts did not occur or did not involve Department personnel. Complaints that are determined to be frivolous will fall within the classification of unfounded.

**Exonerated** - When the investigation discloses that the alleged act occurred, but that the act was justified, lawful and/or proper.

**Not sustained** - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the employee.

**Sustained** - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct. Evidence in a sustained complaint will be weighed by a preponderance of the factual evidence.

**Sustained Other** - When an investigation discloses misconduct or improper job performance which was not alleged in the original complaint. The investigator shall take appropriate action with regard to any additional allegations.

Personnel complaints consist of any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy, federal, state or local law. Misconduct allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct or performance that, if true, would not qualify as a violation may be handled informally by a Department supervisor and shall not be considered a complaint. These may generally include clarifications regarding policy, procedures or the Department's response to specific incidents.

### ► Piqua Police Department

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Piqua, OH 45356

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Piqua Police Department

# Personnel Complaint



Tel: 937-778-2027 ◀