

BEAVER POLICE DEPARTMENT

601 W. SOUTH RANGE RD • NORTH LIMA, OHIO 44452

ERIC D. DATTILO • CHIEF OF POLICE

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To Whom It May Concern:

The Beaver Police Department provides police service to our community. The Department has trained its personnel to provide consistent and professional service. As a member of our community, you can assist the Department in ensuring that this level of service maintains that high level of expectation. We encourage your participation. We want you to give us information when you observe actions by the Police Department or individual police employees which you believe needs our attention. These can be both those actions which you find rewarding and those you might believe are not at an acceptable level of professional police service.

Using the information provided at the top of this page, you may report your observations. The Police Department does accept anonymous information, but we would prefer that you provide us with your identity. Anonymous reports are investigated only to the extent which the information allows: which may not be satisfactory to you or the Department.

Citizens, such as you, are valuable eyes and ears for our community and it's Police Department. We respect your input, both good and bad. Whenever you see police actions which you believe we should be aware of, please report those to us. The "Complaint Procedure Info" sheet provides more information to aid you in making your decision as to whether to file a complaint.

**Sincerely;
Eric D. Dattilo
Chief of Police**

COMPLAINT PROCEDURE INFO:

B.P.D. POLICY AND RESPONSIBILITIES:

The citizens of Beaver Township, and the State of Ohio, have granted certain responsibilities and authority to the Beaver Police Department. The department recognizes its responsibility to maintain the public confidence and trust and the need to ensure integrity and accountability both by the agency and by the employee. As we recognize the rights of all citizens, citizens should recognize that department employees must be free to exercise their best judgment in taking necessary and reasonable action in the performance of their duties without fear of reprisal. Specific complaint procedures have been adopted by the Beaver Police Department to ensure that fair and proper action is taken when an employee is accused of misconduct. This also protects employees from unwarranted or false accusations. Additionally, this system provides a means of identifying and correcting deficiencies in policies, procedures, supervision, or training.

COMPLAINT PROCEDURES:

Who may make a complaint?

Any citizen or any Department employee may make a complaint. *Normally, the person most directly affected by the alleged conduct should be the person to complain.* An example of this is that a complaint of rudeness to a driver should be made by the driver, not a passenger in the vehicle. Exceptions to this would include a parent filing a complaint for a minor child or other similar situation.

In what form should complaints be made?

Complaints may be made in person, in writing, by e-mail, or by telephone. Complaints should *concisely and specifically* describe the conduct of the employee that was found to be improper. Rather than say the employee was rude, explain *how* the employee was rude by providing the specific words or phrases, describing the employee's tone of voice, or citing particular acts of rudeness. Identify the employee as much as possible. This can be accomplished by providing the employee's name, badge number, patrol vehicle number, and the date, time, and location of the incident. Department employees are required by policy to properly identify themselves upon request. If available, include the names, addresses, and telephone numbers of all witnesses.

To whom should complaint be submitted?

All Department employees are required to accept complaints. Normally, a citizen with a complaint shall be referred to the on-duty supervisor who shall assist the citizen in recording pertinent information. When the Internal Affairs Investigator is available, the citizen may be referred to them. Once the complaint form is filled out, it should be forwarded to the Internal Affairs Coordinator to begin the investigation.

When may complaints be made?

Complaints may be made at any time. Telephone numbers, e-mail addresses, and physical addresses are listed at the conclusion of this information. Additionally, complaints should be made within a reasonable time after the alleged misconduct occurred to help ensure evidence is still available and recollections of the incident are fresh.

What things can be complained about?

The focus of Department procedures is on *alleged misconduct by a department employee*. This encompasses violators of the laws or Department rules and regulations. A disagreement with a policy or a law or the application of a policy or law is not considered a "complaint", and will normally be referred to the commander most directly involved with the policy or law in question for response.

How does making a complaint affect present or future charges against me?

Any charges or legal issues must be decided by the appropriate court. The investigation of your complaint will focus on the conduct of the employee, not the charges against you. Therefore, the charges against you are a separate issue which you will have to resolve in court. Employees are prohibited from retaliating against you, either in the present case or in the future, for lodging a complaint against them.

Can I make an anonymous complaint?

Anonymous complaints are investigated; however, investigations are less likely to reveal all the facts surrounding an alleged incident when the investigator is deprived of the opportunity to contact the complainant. Also, an anonymous complainant can not be made aware of the results of the investigation. For these reasons we strongly encourage persons having legitimate concerns to sign the complaint form and fully cooperate with the investigating officer.

THE INVESTIGATIVE PROCESS:

Other than those complaints which are immediately resolved, every complaint of misconduct by an employee will be investigated.

Upon receipt of a complaint, the Internal Affairs Investigator will send a letter to the complainant acknowledging receipt of the complaint. The Internal Affairs Investigator may conduct a preliminary inquiry by telephone, by mail, or in person to clarify specific issues. The Internal Affairs Investigator will advise the complainant the Ohio Revised Code, 2921.15, makes it a crime for a person to knowingly file a complaint against a police officer that alleges the police officer engaged in misconduct in the performance of the officer's duties if the person knows that the allegation is false. This statement is *not* intended to dissuade persons from lodging *legitimate*, factual complaints, but is intended to forewarn persons from making false or malicious complaints that officers do have legal recourse for such action, and that action is beyond the control of the Beaver Police Department.

Complaints of a routine nature will generally be assigned to the employee's supervisor. More serious or complex matters will normally be investigated by the Internal Affairs Investigator.

Investigators will attempt to contact the complainant, the accused employee, and witnesses; examine physical evidence; review reports and records; and thoroughly document the facts surrounding the incident.

The investigator's report will be submitted to the Internal Affairs Coordinator who will review it for completeness and objectivity, and then it will be forwarded to the Chief of Police.

Disciplinary action will be initiated when deemed appropriate, and the Chief of Police or his designee will write a letter to the person who signed the complaint notifying them that the investigation is complete.

RESOLVED COMPLAINTS:

Some complaints may be resolved at the time they are made. For example, an explanation that the law requires (or allows) an employee to perform certain acts may be resolved by the supervisor if the complainant agrees that no further investigation of the incident is necessary.

WITHDRAWING A COMPLAINT:

Any person may voluntarily withdraw a complaint at any point during the investigative process. Complaint withdrawal is appropriate in situations where additional information is learned which cause the complainant to realize the department employee's actions were proper. The department may, however, elect to continue the investigation if circumstances warrant.

QUESTIONS:

Questions about complaint procedures should be directed to:

Internal Affairs Coordinator
Lt. Christopher R. Albert
Beaver Police Department
601 W. South Range Rd
North Lima, OH, 44452
Telephone: (330) 549-6338
E-Mail: cralbert@beavertwp-oh.gov

BEAVER POLICE DEPARTMENT

ADMINISTRATIVE COMPLAINT/COMMENT REPORT

CHECK

COMMENDATION OF EMPLOYEE SERVICE	
SUGGESTION FOR AGENCY CONSIDERATION	
COMPLAINT OF AGENCY ACTION	
COMPLAINT OF EMPLOYEE PERFORMANCE	

Date/time of incident:	Location of occurrence:

Employees involved:

Complainant:	Address:	Telephone:

Witness(es):	Address:	Telephone:

Summary of service information provided:

Item#:	Specific service issue identified:

Reporting Officer & Date:
