



CLEVELAND POLICE DEPARTMENT FORMAL COMPLAINT INQUIRY FORM



CITIZEN COMPLAINT

INTERNAL COMPLAINT

This form should be completed in accordance with Department's General Order on "Internal Investigations".

Nature of complaint: _____ Complaint #: _____

Complainant's Name (printed): _____

Address: _____ Telephone: _____

Business Address: _____ Telephone: _____

If applicable, other complainants or witnesses _____

Employee Involved: 1. _____ Division: _____

Employee Involved: 2. _____ Division: _____

Employee Involved: 3. _____ Division: _____

SUMMARY OF INCIDENT: (attach CPD Form 8-D-2)

I understand that an initial inquiry will be made by the Cleveland Police Department to determine if the conduct charged in this complaint is a violation of department policy or a violation of law. If the initial inquiry determines that no departmental violation exists, then I understand that no internal affairs investigation will take place. I understand that if the complaint alleges a violation of law, the Cleveland Police Department will not investigate this complaint, but will refer it to an outside agency, such as the Tennessee Bureau of Investigation.

If an initial inquiry determines that a possible departmental violation does exist, I understand the Chief of Police may assign the investigation to an internal affairs officer who will investigate the complaint, or the Chief may assign it to the immediate supervisor of the concerned employee. Assignment of investigations will depend on the seriousness of the alleged violation, and the amount of time necessary to conduct a complete investigation.

I understand that in some cases I may be asked to submit to a polygraph examination as part of an internal investigation. I agree to cooperate and to attend all interviews and hearings concerning any internal investigation, and any later hearings involving discipline, if any.

I understand that if an inquiry or investigation proves my allegations in this complaint to be false, I may be subject to both criminal and civil prosecution.

Because the Cleveland Police Department is a public entity we can not guarantee confidentiality.

Complainant's Signature: _____ Date: _____

Complaint Received By: _____ Date: _____ Time: _____

THIS SECTION FOR ADMINISTRATIVE ASSIGNMENT ONLY

FORWARDED INVESTIGATION TO: _____ Date: _____

DISPOSITION OR STATUS REPORT DUE ON: _____

ASSIGNED BY: _____ Date: _____