



PLAINFIELD POLICE

1075 West Main Street, Plainfield, Indiana 46168
Telephone (Non-Emergency): (317) 838-3565
Fax: (317) 838-3714

CITIZEN COMPLAINT PROCEDURES

The employees of the Plainfield Police Department are carefully selected, highly trained, and serve with pride and professionalism. However deviations from ideal performance can occur. Allegations of misconduct against department personnel are investigated thoroughly and objectively, and appropriate corrective actions are taken to maintain the integrity of the services provided by the Plainfield Police Department.

Complaints can be filed in person, by US Mail, telephone, fax, e-mail, or anonymously from any person who alleges misconduct by a department employee. The complaint should be made by the person involved, his or her attorney, or in the case of a juvenile by a parent or guardian.

All complaints will be reviewed to determine the appropriate departmental response. Allegations of minor violations will be investigated and resolved by informal means by the immediate supervisor of the involved employee. In cases where it is determined that the complaint is substantiated as a violation of departmental policies, the investigating supervisor has the authority to issue verbal or written reprimands, remedial training, or performance counseling to the offending employee. The investigating supervisor also has the authority to determine a complaint to be proper conduct, unfounded, insufficient evidence, or a failure of policy given the specific facts of the incident.

Allegations of criminal acts or serious policy violations will be handled through a formal investigation by an Internal Affairs investigator. If substantiated, these allegations could result in disciplinary proceedings including suspension, demotion, or termination of employment. In these instances, the complainant may be asked to submit to a truth verification exam at the expense of the department and/or to testify at a hearing before the Plainfield Police Department Commissioners Board to determine the appropriate disciplinary sanction.

Generally the investigating supervisor or Internal Affairs investigator has 90 days to conduct and conclude an investigation of a citizen complaint unless extenuating circumstances exist. Upon completion of the investigation and determination of the appropriate action, you will receive notification of the resulting "Conclusion of Fact" either via e-mail or US Mail. The "Conclusion of Fact" will specify if the actions and conduct of the employee were:

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - *When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous or demonstrably false 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 member.*

Policy Failure - *The allegations are true and although the action of the Department or employee was consistent with Department policy the complainant suffered harm.*

Sustained - *When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.*

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

IC 35-44-2-2, False Reporting or Informing

.....A person who reports by telephone, telegraph, mail, or other written or oral communication, that:

(5) makes a complaint against a law enforcement officer to the state or municipality (as defined in IC 8-1-13-3) that employs the officer:

- (A) Alleging the officer engaged in misconduct while performing the officer's duties; and
- (B) Knowing the complaint to be false;

Commits false informing, a Class B misdemeanor. However, the offense is a Class A misdemeanor if it substantially hinders any law enforcement process or if it results in harm to an innocent person.



**Plainfield Police Department
Citizen Complaint Form**

Last Name	First Name	Initial	Date Reported	Time Reported
Home Address				
City	State	Zip	Phone	Phone
Email Address				
Incident Date/Time	Incident/Case # (If known)	Incident Location		
Names, Addresses and Telephone Numbers of Witnesses				
Name(s) of Involved Officer(s)/Employee(s) or Description of Officer(s)/Employee(s)				
Summary of Incident				
<i>I have been advised of the penalties for false reporting or informing as specified by IC 35-44-2-2 and hereby certify that all statements and information provided in this complaint are truthful and accurate to the best of my knowledge and abilities.</i>				
Signature			Date	
Employee Receiving Form			Date Received	