SYLVANIA POLICE DIVISION

Complaint Procedures

- The Sylvania Police Division will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.
- Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule.
- Personnel complaint forms will be maintained in a clearly visible location in the public area of the police division lobby and be accessible through the department website.
- All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Written complaints may be submitted in person, mailed to the police division or emailed to: Records@SylvaniaPolice.com
- Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant.
- The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate. Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.
- Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation.
- The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.
- Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police through the involved member's Captain. The Captain should review and include their comments in writing before forwarding the report.
- Upon receipt of any completed personnel investigation, the Captain of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials. The Captain may make recommendations regarding the disposition of any allegations.
- Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Captain for further investigation or action.
- Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any that should be imposed.
- All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

419-885-8901 419-885-8914 www.sylvaniapolice.com 6635 Maplewood Avenue, Sylvania, Ohio 43560

SYLVANIA POLICE DIVISION

COMPLAINT FORM

Complaint Number: _____

Reporting Person: _____ DOB: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Incident Location: _____ Incident Date/Time: _____

Nature of Compliant: _____

Witness: _____ Address: _____ Phone #: _____

Witness: _____ Address: _____ Phone #: _____

Details of Your Complaint

If Needed, Please Use the "Complaint Form - Continued" to Complete Your Statement

Warning: I have read the above account of the incident described and attest that this is a true and accurate statement. I further understand that I am filing this official statement with the Sylvania Police Division and any false statements made by me may subject me to prosecution under the Ohio Revised Code Section 2921.13 entitled "Falsification", and that if I am convicted of a violation of this section I would be guilty of a misdemeanor of the first degree.

Signature of Person Filing This Complaint: _____ Date and Time: _____

Rec. By: _____ ID#: _____ Date/Time: _____ Received: ☐ In Person ☐ Phone ☐ Mail

REV 01/2020

SYLVANIA POLICE DIVISION

COMPLAINT FORM - CONTINUED

Complaint Number: _____

Details of Your Complaint

Signature of Person Filing This Complaint: _____ Date and Time: _____

REV 01/2020