

Personnel Complaints

1010.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation, and disposition of complaints regarding the conduct of members of the Elkton Police Department. This policy applies to all police officer misconduct alleged to have occurred on or after July 1, 2022. Complaints received for misconduct that occurred prior to July 1, 2022 will be handled in accordance with the law, policy, and procedure in effect on June 30, 2022. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment, or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1010.2 DEFINITIONS

Administrative Charging Committee (ACC) - a Cecil County based committee responsible for making a determination of the disciplinary action to be taken for all complaints of police misconduct involving a member of the public and a police officer, regardless of whether the complaint originated from within the Elkton Police Department or from an external source.

Blue Team - a web-based application enabling users to document and monitor incidents including, but not limited to: external complaints, internal complaints, inquiries, firearm discharges, use of force incidents, vehicle pursuits, and departmental collisions.

Inquiry - a request for information from the public regarding the conduct of an Elkton Police Department officer that if proven, would not constitute a violation of the law, policy, or procedure. Although inquiries are not complaints, they may initially come to the attention of the Agency as a complaint. Inquiries shall be classified as such when, upon follow-up with the complainant, the investigating supervisor determines that no law, policy, or procedure was violated, and the complainant understands that their inquiry is not being filed as a complaint and will not be subject to the complaint review process set for in Md. Code., Ann., Pub. Safety 3-101 et seq. Inquiries may include clarification regarding policy, procedure, or an officer's response to a specific incident. Inquiries may also include instances of difference of opinion between an officer and a citizen over the issuance of a citation or an arrest, unless the complainant reports misconduct (i.e. - improper demeanor, use of force, etc.)

Internal Complaint - an allegation against an Elkton Police Department officer not involving a member of the public that if proven, would constitute a violation of law, policy, or procedure. Internal complaints are generally not bound by the complaint review process set forth in Md. Code Ann., Pub., Safety 3-101 et seq. If there is any uncertainty, the determination as to whether an allegation involves the public will be made by the Office of the Chief of Police, in consultation with the Town of Elkton representing attorney and / or the Police Accountability Board (PAB).

External Complaint - an allegation against an Elkton Police Department officer involving a member of the public that if proven, would constitute a violation of law, policy, or procedure. External complaints are bound by the complaint review process set for in Md. Code Ann., Pub.

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Safety 3-101 et seq. Differences of opinion over enforcement actions are not complaints unless the allegation involves misconduct.

Police Misconduct - a pattern, practice, or conduct by a police officer or law enforcement agency that includes depriving persons of rights protected by the Constitution or laws of the State of Maryland or United States, a violation of criminal statute, and / or a violation of Elkton Police Department standards and policies.

Representative - an attorney or any other representative that the accused officer chooses.

1010.3 POLICY

The Elkton Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local laws; municipal and county rules; and the requirements of any collective bargaining agreement or memorandum of understanding.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

The Elkton Police Department Chief of Police ensures that all complaints of misconduct are documented, investigated, and properly processed through any disciplinary action taken, to ensure that the mission of the Elkton Police Department is achieved and its values upheld.

1010.4 PERSONNEL COMPLAINTS

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 complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy, federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1010.4.1 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

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- (e) Tort claims and lawsuits may generate a personnel complaint.

1010.5 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1010.5.1 COMPLAINT FORMS

Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website (Md. Code PS § 3-515). [See attachment: Complaint Form.pdf](#)

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1010.5.2 ACCEPTANCE

All Elkton Police Department personnel will accept and appropriately forward any complaint against an Officer to that officer's immediate supervisor, including inquiries, anonymous, and third party complaints (to the extent that sufficient information is provided), in a fair and timely manner, consistent with the law, policy, and procedure. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. 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.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1010.6 DOCUMENTATION

Supervisors shall ensure that all complaints are documented. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

1010.6.1 COMPLAINTS ALLEGING OFFICER MISCONDUCT

A complaint that alleges a pattern, practice, or conduct by an officer that includes the deprivation of constitutional rights, a violation of criminal law, or a violation of department standards or policy should include (Md. Code PS § 3-103):

- (a) The name of the officer.
- (b) A description of the alleged facts leading to the complaint.
- (c) Contact information of the person making the complaint.
- (d) Any other information required by law.
- (e) The complaint need not be notarized

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- (f) Complaints filed directly with the Police Accountability Board (PAB) will be forwarded to the department within 3 days.

1010.7 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

1010.7.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the receipt of personnel complaints shall rest with the member's immediate supervisor at the time of the alleged misconduct, unless the supervisor is the complainant, or unless that supervisor has personal involvement in the allegations of misconduct. The Chief of Police will designate an investigator for the complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include but are not limited to:

- (a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
 - 1. The original complaint form will be directed to the Bureau Commander of the person taking the complaint, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.
- (b) Responding to all complainants in a courteous and professional manner.
- (c) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Duty Officer and the Chief of Police are notified via the chain of command as soon as practicable.
- (d) Promptly contacting the Department of Human Resources and the Duty Officer for direction regarding the supervisor's role in addressing a complaint that relates to sexual, racial, ethnic, or other forms of prohibited harassment or discrimination.
- (e) Investigating a complaint as follows:
 - 1. Making reasonable efforts to obtain names, addresses, and telephone numbers of witnesses.
 - 2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.

1010.7.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or a member of the Support Services Bureau, the following applies to employees:

- (a) Interviews of an accused employee shall be conducted during reasonable hours and preferably when the employee is on-duty. If the employee is off-duty, the employee shall be compensated.
- (b) Unless waived by the employee, interviews of an accused employee shall be at the Elkton Police Department or other reasonable and appropriate place.

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- (c) No more than two interviewers should ask questions of an accused employee.
- (d) Prior to any interview, the employee should be informed in writing of the nature of the investigation.
- (e) All interviews should be for a reasonable period, and the employee's personal needs should be accommodated.
- (f) No employee should be subjected to offensive or threatening language, nor shall any promises, rewards, or other inducements be used to obtain answers.
- (g) Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.
 - 1. An employee should be given an order to answer questions in an administrative investigation that might incriminate the employee in a criminal matter only after the employee has been given a *Garrity* advisement. Administrative investigators should consider the impact that compelling a statement from the employee may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).
 - 2. No information or evidence administratively coerced from an employee may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.
- (h) The interviewer should record all interviews of employees and witnesses. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview may be provided to the employee prior to any subsequent interview.
- (i) All employees subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, to maintain the integrity of each individual's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
- (j) All employees shall provide complete and truthful responses to questions posed during interviews.
- (k) In connection with a disciplinary matter under this subtitle, a police officer may be required to submit to blood alcohol tests, blood, breath, or urine tests for controlled dangerous substances, polygraph examinations, or interrogations that specifically relate to the subject matter of the investigation.
 - (a) If a police officer is required to submit to a test, examination, or interrogation under this subsection, the results of the test, examination, or interrogation are not admissible or discoverable in a criminal proceeding against the police officer.
 - (b) If a police officer is required to submit to a polygraph examination under this subsection, the results of the polygraph examination are not admissible or

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discoverable in a criminal or civil proceeding against the police officer (Md. Code PS § 3-107).

1010.7.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1010.7.4 DISPOSITIONS

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 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.

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.

1010.7.5 COMPLETION OF INVESTIGATIONS

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.

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A complaint of officer misconduct (as defined in Md. Code PS § 3-101) shall be investigated within the timeframe outlined in Md. Code PS § 3-113.

1010.7.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The Victim's Rights Advocate should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1010.7.7 NOTICE RELATED TO OFFICER MISCONDUCT

The Professional Standards Unit Bureau Commander serves as the Agency Victim's Rights Advocate and will carry out those duties as set forth by Md. Code Ann., Pub. Safety 3-108.

The crime victim liaison should serve as the department's contact for the public in complaints related to officer misconduct covered by Md. Code PS § 3-101 et seq. and should (Md. Code PS § 3-108):

- (a) Explain to a complainant the various processes involved and any decisions made, including status updates through each stage.
- (b) Provide a complainant with an opportunity to review an officer's statement before completion of the department's investigation, with any redactions of protected information that may be required by law.
- (c) Provide any other support required by law.

The Department should create and maintain a database that enables a complainant to enter their case number to follow the status of the case throughout each stage, and the crime victim liaison should make sure that a complainant is provided information with how to access this database (Md. Code PS § 3-108).

1010.8 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

1010.9 ADMINISTRATIVE LEAVE AND / OR SUSPENSION

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative duties. Any employee placed on administrative leave and / or suspension:

- (a) May be required to relinquish any department badge, identification, assigned weapons, and any other department equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

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- (c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift and will report as ordered.

1010.9.1 EMERGENCY SUSPENSION

For complaints against officers covered by Md. Code PS § 3-101 et seq., administrative leave may only be imposed as provided by Md. Code PS § 3-107, which addresses when pay and law enforcement authority may be suspended and which limits suspensions to considerations of the public's best interest and a period of 30 days if the suspension is without pay.

1010.10 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

The Chief of Police may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1010.11 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police through the chain of command. Each level of command should review the report.

1010.11.1 BUREAU COMMANDER RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Bureau Commander of the involved member shall review the entire investigative file, the member's personnel file, and any other relevant materials.

Prior to forwarding recommendations to the Chief of Police, the Bureau Commander may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Chief of Police, the Bureau Commander shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1010.11.2 CHIEF OF POLICE RESPONSIBILITIES

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Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall forward the completed investigation to the County Administrative Charging Committee.

Discipline for officers shall be in compliance with the uniform state disciplinary matrix adopted by the Maryland Police Training and Standards Commission (MPTSC) (Md. Code PS § 3-105).

1010.11.3 ADMINISTRATIVE CHARGING COMMITTEE

For complaints alleging a pattern, practice, or conduct by an officer that includes the deprivation of constitutional rights, a violation of criminal law, or a violation of department standards or policy involving a member of the public, before the determination or imposition of any discipline, the Chief of Police or the authorized designee should forward the investigatory files to the appropriate Administrative Charging Committee, with any redactions of protected information that may be required by law (Md. Code PS § 3-101; Md. Code PS § 3-104). All such submissions to the Administrative Charging Committee may include certain written recommendations from the Chief of Police and should be made within the timeframe established by law (COMAR 12.04.09.06).

If the Administrative Charging Committee issues an administrative charge against an officer, within 15 days thereafter, the Chief of Police should offer that officer discipline that is consistent with the uniform state disciplinary matrix, but in no case less than the discipline recommended by the Administrative Charging Committee (Md. Code PS § 3-105).

1010.11.4 HEARING BY TRIAL BOARD

If an officer refuses the Chief of Police's offer of discipline following an administrative charging committee's charge or internal discipline charge, the matter should be referred to a trial board for a hearing as provided by Md. Code PS § 3-106 and any related regulations. The Chief of Police has established a trial board process consistent with state law that will govern these proceedings (Md. Code PS § 3-106). At least 30 days before any trial board proceeding begins, the officer should be (Md. Code PS § 3-105):

- (a) Provided with a copy of the investigatory record.
- (b) Notified of the charges against the officer.
- (c) Notified of the discipline being recommended.

A Trial Board shall be three persons, consisting of:

1. an actively serving, or retired, administrative law judge; or a retired judge of the District Court or Circuit Court, appointed by the Chief of Police;
2. a civilian who is not a member of the the Cecil County Police Accountability Board (PAB), or the Cecil County Administrative Charging Committee (ACC); and
3. a police officer of equal rank to the police officer who is accused of misconduct, appointed by the Chief of Police

The Judge appointed to the Trial Board shall:

- (a) be the chairperson of the Trial Board;

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- (b) be responsible for ruling on all motions before the Trial Board begins; and
- (c) prepare the written decision of the trial board, including the findings, conclusions, and recommendations of the Trial Board

Before serving as a member of a Trial Board, an individual shall receive training on matters relating to police procedures from the Maryland Police Training and Standards Commission.

The following procedures will be followed during the Trial Board:

- (a) Proceedings of a Trial Board shall be open to the Public, except to protect:
 - 1. a victim's identity;
 - 2. the personal privacy of an individual, to include the subject officer;
 - 3. a child witness;
 - 4. medical records;
 - 5. the identity of a confidential source;
 - 6. an investigative technique or procedure; or
 - 7. the life or physical safety of an individual
- (b) A Trial Board may administer oaths and issue subpoenas as necessary to complete its work
- (c) A complainant has the right to be notified of a Trial Board hearing and has the right to attend a Trial Board hearing
- (d) Except as otherwise provided in this subtitle, a law enforcement agency has the burden of proof by a preponderance of the evidence in any proceedings under this subtitle
- (e) A police officer may be disciplined only for cause
- (f) Within 45 days after the final hearing by a Trial Board, the Trial Board shall issue a written decision reflecting the findings, conclusions, and recommendations of a majority of the Trial Board

Once the decision from the trial board is final, the Chief of Police should proceed to conclude the matter in accordance with its recommendations.

1010.11.5 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Victim's Rights Advocate should ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

1010.11.6 NOTICE REQUIREMENTS

The Chief of Police or the authorized designee shall provide any notifications required by the uniform citizen complaint process developed by the MPTSC (Md. Code PS § 3-207).

For complaints related to officer misconduct covered by Md. Code PS § 3-101 et seq., the crime victim liaison should provide a case summary to the complainant within 30 days after the final

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disposition of the complaint, with any redactions of protected information that may be required by law (Md. Code PS § 3-108).

1010.12 PRE-DISCIPLINE EMPLOYEE RESPONSE

Employees not covered by Md. Code PS § 3-101 et seq. will be given a pre-discipline meeting with the Chief of Police.

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

- (a) The response is not intended to be an adversarial or formal hearing.
- (b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The employee may suggest that further investigation be conducted or may offer any additional information or mitigating factors for the Chief of Police to consider.
- (d) In the event that the Chief of Police elects to conduct further investigation, the employee shall be provided with the results prior to the imposition of any discipline.
- (e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

1010.13 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

Notice that a licensed member separated shall be sent to the MPTSC within 30 days of member's change in employment status (COMAR 12.04.01.02).

1010.14 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by an employment agreement or other rules.

In the event of punitive action against an officer under Md. Code PS § 3-101 et seq., the appeal process shall be as provided in Md. Code PS § 3-106.

Within 30 days after the date of a decision of a Trial Board, the decision may be appealed by the police officer:

- (a) if the Trial Board decision is appealed, it will be appealed to the Cecil County Circuit Court;

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(b) an appeal taken under this subsection shall be on the record

A Trial Board decision is final unless appealed by a police officer under this subsection

1010.15 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and members other than non-probationary employees or officers under Md. Code PS § 3-101 et seq. may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

Any probationary period may be extended at the discretion of the Chief of Police in cases where the individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate.

1010.16 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints and investigations shall be maintained in accordance Maryland Public Safety Code 3-112.

The Professional Standards Unit is the central repository for all records of administrative action taken against Elkton Police Department officers. IAPro is the database which the Professional Standards Unit will utilize as a records depository for records from January 1, 2025 forward. Any records created prior to January 1, 2025 will be maintained in the Office of the Chief of Police.

Attachments

Complaint Form.pdf

ELKTON POLICE DEPARTMENT
CITIZEN COMMENDATION/COMPLAINT FORM
100 Railroad Avenue, Elkton, MD 21921
Tel: 410.398.4200



COMMENDATION



COMPLAINT

Instructions: If you wish to bring the conduct of an Elkton Police Department employee to the attention of the Chief of Police, favorable or otherwise, please do so by providing as much of the information requested on this form as possible. If it is determined that your complaint merits further inquiry, a special investigator will be assigned. Depending upon the nature of your comments, you may be contacted to provide further information. The report of the special investigator will be reviewed by the Office of the Chief and final disposition will be made by the Chief of Police. If you wish, you may submit this form anonymously. However, if you do so, it will not be possible to obtain further details from you or to inform you of the result of our inquiry.

Today's Date (Month day, year):

Complaint ID No: (For police use only)

Your Contact Information (not required)

Last Name:	First Name:	M.I.	Date of Birth
Street Address and Apt. No.:	City:	State:	Zip Code:
Telephone Number:	Email Address:		Race: Sex:

Information about the incident

Nature of Incident:	Police Case No. (if applicable):	
Location of Incident:	Date of Incident:	Time of Incident:
Officer(s) or employee(s) Involved (Name, badge number, description, etc.):	Is there a recording of the incident? If so, describe:	

Nature of Action: (Check all that apply)

- | | | |
|---|--|---|
| ☐ <i>Extremely helpful and caring</i>
☐ <i>Courageous</i>
☐ <i>Polite & professional</i>
☐ <i>Highly motivated</i>
☐ <i>Responsive</i> | ☐ <i>Excessive force</i>
☐ <i>False arrest</i>
☐ <i>Unlawful search</i>
☐ <i>Dishonesty</i>
☐ <i>Corruption</i> | ☐ <i>Discourteous or disrespectful</i>
☐ <i>Vulgar language</i>
☐ <i>Sloppy appearance</i>
☐ <i>Unknowledgeable</i>
☐ <i>Other</i> |
|---|--|---|

I hereby swear and affirm that the information provided by me is true, accurate and complete to the best of my knowledge and belief. I understand that any intentionally false, misleading or untrue statements, accusations or allegations herein made by me, either orally or in writing, to any public official investigating the matters addressed herein may subject me to civil liability and/or criminal prosecution for false swearing in violation of O.C.G.A. §16-10-71.

Signature (not required):	Print name (not required):	Date (Month day, year):
Witnessed:	Print name and official title:	Date (Month day, year):
Signature of receiving supervisor:	Print name:	Date (Month day, year):

Narrative

Please print neatly! Describe the situation in as much detail as possible. If necessary, continue on additional pages. Be sure to provide the names and contact information for any witnesses whose identities are known to you. If available, provide photographs and/or audiovisual recordings of any of the events described by you.

☐ See additional page(s) attached

Disposition (For Police Use Only)

☐ Sustained

☐ Exonerated

☐ Unfounded

☐ Referred for
Additional action

Signature of investigating supervisor:

Print name:

Date (Month day, year):

Upon completion, route completed form, investigation and recommendations, if any, to the Office of the Chief of Police, Elkton Police Department, for further action, review and filing.