

Willard Police Department

Citizen Complaint Form



The Willard 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 law, municipal and county rules and the requirements of any collective bargaining agreements.

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

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 or 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.

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1. This complaint form is to be given at the request of any citizen requesting to file a complaint against any employee of the Willard Police Department.
 2. This complaint form may be given out by any employee, to any citizen that wants to file a complaint.
 3. It is preferred that this complaint form be completed in its entirety for the complaint to be filed, however other methods of filing a complaint will also be considered. Other ways to file a complaint are:
 - Leaving a voicemail for the Chief of Police (contact dispatch 419-933-2561 ext.1240)
 - Fax : 419-935-2804
 - Email – schaffins@willardohio.us or astrong@willardohio.us.
 - In person at the Willard Police Department

Upon reviewing your complaint, the on-duty supervisor may be able to explain the employee's actions to your satisfaction or refer you to a supervisor who can. If this is the case, the matter will be closed. If your complaint needs to be investigated, it will be given to an administrator who will contact you. If you have not been contacted within 72 hours, please call (419) 933-2561 to make sure the investigator has your correct contact information.

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Form Completed by:	
Address:	
Phone Number:	
Email:	

Please list any witness names and their contact information:

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Lined area for writing the complaint.

I have been advised and I understand that making a false written statement is punishable as a 1st degree misdemeanor pursuant to section 2921.13 of the Ohio Revised Code.

Signature _____

Witness Name _____ Signature _____

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FOR INTERNAL USE ONLY

Assigned Investigator:	
Date Assigned:	

Complaint is found to be:

- Unfounded Exonerated
 Not Sustained Sustained

Attach all supporting statements and reports and forward to the Chief of Police

Action Taken:

X

Chief of Police

1010.6.4 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.