

INTERNAL/CITIZEN COMPLAINT PROCEDURE
Cloquet Police Department
101 14th Street, Cloquet MN 55720

Complainant:

vs. _____
Cloquet Police Department

How Reported:

- Telephone
 In Person
 Mail
 Other (Specify): _____

ALLEGED MISCONDUCT:

Date _____
Time _____ am/pm
Location _____

Case Number: _____

Brief statement of alleged misconduct — see reports for further details

I hereby certify that the above statement is true and correct to the best of my knowledge and belief. I request that an investigation be conducted to determine if the above named police department employee violated any department rules or policies in his/her handling of this incident.

Complainant Signature: _____

Form 1: Complaint - Request for Investigation - Procedures

INVESTIGATION/APEAL PROCEDURES

Please be advised that the police department is conducting an investigation into your citizen's complaint. Citizen complaints are handled in much the same manner as criminal investigations are handled. In order for us to take disciplinary action against an employee, we must first conduct a thorough investigation of the facts. The purpose of the investigation is:

1. To give the complainant (you) the opportunity to provide details regarding the employee's acts or omissions which prompted you to report the incident and/or lodge the complaint.
2. To determine precisely what department rules or policies have been violated.
3. To give the accused employee an opportunity to respond to the complaint and give his/her own side of the incident.
4. To provide an opportunity to interview additional witnesses and/or obtain items of physical evidence.

At the conclusion of the investigation, a copy of all materials will be forwarded to the Chief of Police for his review. If an employee receives a disciplinary judgment from the Chief, he/she has the right to appeal the decision under the grievance process.

This briefly is the procedure that is used to process a citizen complaint filed against the Cloquet Police Department or any of its employees. Your cooperation in this matter is greatly appreciated.

Commander

Date

Cloquet Police Department 218-879-1247