



COMPLAINT FORM

Columbus Police Department  
123 Washington Street  
Columbus, Indiana 47201  
812-376-2600

To: Chief of Police

From: Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Date/Time of incident: \_\_\_\_\_

Dept. Person(s) involved: \_\_\_\_\_

Witness: \_\_\_\_\_

Please describe in your own words, your complaint.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you like this to be resolved?

\_\_\_\_\_  
\_\_\_\_\_

I affirm that the above statement is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

You will receive confirmation that this complaint has been received by the office of the Chief of Police within 5 working days.

FOR DEPARTMENT USE ONLY

Date Received: \_\_\_\_\_

Complaint # \_\_\_\_\_

Received By: \_\_\_\_\_

Employee # \_\_\_\_\_

# **SUMMARY OF COMPLAINT PROCESS**

## **1 - SECURE COMPLAINT FORM**

- FROM LOBBY OF POLICE DEPARTMENT
- FROM CITY PERSONNEL OFFICE (MONDAY-FRIDAY 8:00 AM – 5:00 PM)
- EMAILING HUMAN RESOURCES OFFICE AT [HUMANRESOURCES@COLUMBUS.IN.GOV](mailto:HUMANRESOURCES@COLUMBUS.IN.GOV) (24/7)
- FROM CITY HUMAN RIGHTS OFFICE (MONDAY-FRIDAY 8:00 AM – 5:00 PM)

## **2 - COMPLETE COMPLAINT FORM**

- TAKE COMPLAINT FORM TO POLICE DEPARTMENT
- MAIL COMPLAINT FORM TO POLICE DEPARTMENT
- EMAIL COMPLAINT FORM TO [HUMANRESOURCES@COLUMBUS.IN.GOV](mailto:HUMANRESOURCES@COLUMBUS.IN.GOV)

## **3 - WHAT HAPPENS TO THE FORM**

- ANONYMOUS FORMS WILL BE REVIEWED AND FILED
- COPIES OF ALL FORMS TO TO POLICE CHIEF
- CHIEF'S OFFICE CONFIRMS RECEIPT WITHIN FIVE (5) WORKING DAYS BY LETTER TO THE CITIZEN (IF CONTACT INFORMATION INCLUDED ON COMPLAINT) AND POLICE EMPLOYEE
- SUPERVISOR HANDLES THE COMPLAINT OR CHIEF ASSIGNS SPECIAL INVESTIGATOR
- DISPOSITION OF COMPLAINT IS REVIEWED WITH BOARD OF CAPTAINS AND IS COMMUNICATED TO THE CITIZEN (IF CONTACT INFORMATION INCLUDED ON COMPLAINT) AND POLICE DEPARTMENT EMPLOYEE

## **4 - APPEAL PROCEDURE**

- CITIZEN REQUESTS AUDIT COMMITTEE REVIEW THAT IS ARRANGED BY POLICE CHIEF
- OFFICER REQUESTS REVIEW WITH CITY PERSONNEL DIRECTOR AND THEN BOARD OF WORKS IF FURTHER RESOLUTION IS NECESSARY

## **5 - KEY STANDARDS**

- COMPLAINT SHOULD BE FILED WITHIN FIFTEEN (15) DAYS OF THE ALLEGED INCIDENT
- INVESTIGATION TO BE COMPLETED WITHIN THIRTY (30) DAYS OF RECEIVING WRITTEN COMPLAINT
- APPEALS PROCESS INITIATED WITHIN FIFTEEN (15) OF WRITTEN RECEIPT OF DISPOSITION