

Columbus Police Department  
123 Washington Street (East side of City Hall)  
Columbus, IN 47201  
(812) 376-2600



Human Rights Department  
123 Washington Street Suite 5 (1<sup>st</sup> Floor)  
Columbus, IN 47201  
(812) 376-2532

**POLICE COMPLAINT FORM**

It is the policy of the Columbus Police Department ("CPD") to provide excellence in law enforcement through fair and courteous service to all people.

Please complete this form and return within 15 business days of incident.\* Mail to either address listed above OR return in person to the CPD or Human Rights (in City Hall). If you need technical assistance with this form, a reasonable accommodation, or an interpreter, please contact Human Rights at 812-376-2532 or [humanrights@columbus.in.gov](mailto:humanrights@columbus.in.gov).

\* If you are physically unable to submit form, additional time may be allowed. Please contact us.

YOUR FULL NAME: \_\_\_\_\_ E-MAIL ADDRESS (OPTIONAL): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ (DAYTIME/EVENING) CONTACT PREFERENCE (CIRCLE): E-MAIL  PHONE  MAIL

DATE/TIME OF INCIDENT: \_\_\_\_\_ LOCATION: \_\_\_\_\_

NAME(S) OF POLICE DEPARTMENT SWORN OFFICER(S) INVOLVED (IF KNOWN): \_\_\_\_\_

DESCRIPTION OF OFFICER(S) or VEHICLE(S) IF NAME(S) UNKNOWN: \_\_\_\_\_

NAME(S) OF WITNESS(S) AND CONTACT INFORMATION (IF KNOWN): \_\_\_\_\_

PLEASE DESCRIBE, IN DETAIL, YOUR COMPLAINT (YOU MAY ATTACH ADDITIONAL INFORMATION IF NECESSARY):

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: \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

YOU WILL RECEIVE CONFIRMATION OF RECEIPT OF THIS COMPLAINT BY THE OFFICE OF THE CHIEF OF POLICE WITHIN FIVE (5) BUSINESS DAYS TO THE ADDRESS LISTED ON THIS FORM.

**City Use Only**

\_\_\_\_\_ INITIALS/BADGE # OF PERSON TAKING COMPLAINT DATE: \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

\_\_\_\_\_ INITIALS/BADGE # OF PERSON MAKING COPY DATE: \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

## SUMMARY OF COMPLAINT PROCESS

1. **Make a complaint.** Forms are available at several locations including the Columbus Police Department (“CPD”), Human Rights department (in City Hall), Bartholomew County Public Library, the NAACP office (Doug Otto United Way Building), and on the City of Columbus website ([www.columbus.in.gov](http://www.columbus.in.gov); CPD or Human Rights department).

**Return complaint form as soon as possible.** Forms can be mailed or hand delivered to City Hall (address locations listed on front of form) or submitted on the City’s website (see above). You have fifteen (15) business days to return complaint form to City. If you are physically unable to return form, an extension may be granted and verification may be requested to make this determination. If you have questions or want more information on extension, please contact CPD or Human Rights.

2. **Complaint is reviewed.** The Office of the Chief of Police receives the complaint and sends confirmation to you (to the address you provided in complaint) that your complaint has been received, typically within five (5) business days.
3. **Complaint is investigated.** An officer investigator is assigned to investigate your complaint. The officer will examine evidence (including body-worn or in-car camera video) and interviews your designated witnesses.
4. **Receive a determination.** You will be informed (to the address you provided in complaint) of the investigation’s conclusion of fact and/or resolution of your complaint.
5. **Appeal the determination.** If after receiving and reviewing the determination by the Office of the Chief of Police, you are unsatisfied with the outcome or determination, you may request an appeal. The determination will include information on how to request an appeal. You will have fifteen (15) business days to request an appeal in writing to either CPD or the Human Rights department.

The fifteen (15) business day time frame to file an appeal will begin after CPD either notifies you through one of the means of contact you provided in complaint or after the department has exhausted all such efforts to notify you of the conclusion of fact.

6. **Dates/Deadlines:**
  - Complaint should be filed as soon as possible after alleged incident (usually 15 business days unless physically unable to do so).
  - Investigation should be completed within thirty (30) days of the Office of the Chief of Police receiving a completed complaint (or online) form.
  - Appeals process can be initiated within fifteen (15) business days of written receipt of the police investigation’s conclusion of fact.
  - If you have questions or need more information regarding your complaint status, contact CPD at (812) 376-2600 or Human Rights at (812) 376-2532.