

CITIZEN COMPLAINT INFORMATION FORM

The members of the ***Ho-Ho-Kus Police Department*** are committed to providing law enforcement services that are fair, effective, and impartially applied. It is in the best interest of everyone that a complaint about the performance of an individual employee or the agency in general be resolved fairly and promptly. The Ho-Ho-Kus Police Department has formal procedures for investigating these complaints. These procedures ensure fairness while also protecting the rights of both citizens and employees.

- Your complaint will be sent to either a superior or specially trained internal affairs officer who will conduct a thorough and objective investigation.
- You will be asked to help in the investigation by giving a detailed statement about what happened or by providing other important information.
- All complaints against employees or the agency in general are thoroughly investigated. You will be advised in writing of the outcome of the investigation.
- If our investigation shows that a crime might have been committed, the county prosecutor will be notified. You might be asked to testify in court.
- If our investigation results in an employee being charged with a violation of department rules, you might be asked to testify in a departmental hearing.
- If our investigation shows that the complaint is unfounded or that the employee acted properly, the matter will be closed.
- All disciplinary hearings shall be closed to the public unless the defendant officer requests an open hearing.

It is unlawful to provide information in a matter that you do not believe to be true.

You may elect to telephone the Internal Affairs Officer,
at _____ with any additional information or questions
concerning the case.