

**WENTZVILLE POLICE
DEPARTMENT**

COMPLAINT AGAINST POLICE DEPARTMENT EMPLOYEE

If you feel a Wentzville Police Department Employee acted improperly, you may voice your concerns to any of the agency's supervisors. They can be reached by responding to the Wentzville Law Enforcement Center located at 1019 Schroeder Creek Blvd. or by calling (636) 327-5105. You may contact the Office of Professional Standards during normal business hours if you prefer by calling (636) 327-5105.

Upon lodging your complaint, a supervisor will interview you regarding the matter. If the complaint is of a serious nature, the complainant must appear in person, complete a complaint form, which will be filed with the Professional Standards Bureau. The complainant, all witnesses, and the employee will be interviewed. The investigation is then continued until finalized. The results of the investigation are then forwarded to the Chief of Police.

If the complaint has been sustained, the Chief will, in some manner ranging from retraining to dismissal, discipline the employee. If, at the time, the employee accepts the discipline, the proper personnel procedures are followed and the matter is ended. However, if the employee decides not to accept the discipline, the employee has an option of appealing the decision. If dissatisfied with the ruling, they may appeal to the court system. In all cases, the complainant is notified in writing of the results of the investigation.

ALL COMPLAINTS ARE INVESTIGATED. Caution: If the investigation reveals the complaint was made maliciously, in bad faith, or with the knowledge that the accusation was false, steps shall be taken, whenever appropriate, to prosecute the complainant for making a false police report and/or to institute such civil action as is deemed appropriate.

Having read and understood the aforementioned information regarding the filling and processing of a complaint against an employee of the City of Wentzville, Missouri, Police Department, I, _____, the complainant, do agree to submit to a polygraph examination, relative to my complaint, if deemed necessary.

Complainant's Signature _____ **Date** _____

Witness _____ **Date** _____

**WENTZVILLE POLICE DEPARTMENT
COMPLAINT SUMMARY**

COMPLAINANT'S NAME: _____

HOME ADDRESS: _____

BUSINESS ADDRESS: _____

HOME PHONE: _____ BUSINESS PHONE: _____

EMPLOYEE(S) INVOLVED: _____

DATE OF OCCURRENCE: _____

TIME OF OCCURRENCE: _____

DATE OF REPORTING: _____

TIME OF REPORTING: _____

PROFESSIONAL STANDARDS BUREAU TRACKING NUMBER _____

SUPERVISOR SUMMARY OF COMPLAINT:

Charge 1:

Charge 2:

Charge 3:

Charge 4:

Charge 5:

Charge 6:

Charge 7:

Charge 8:

Charge 9:

Charge 10:

INVESTIGATED BY: _____

INVESTIGATED BY SUPERVISOR REFERRED TO OPR

RECOMMENDED FURTHER INVESTIGATION - IF NEEDED,

EXPLAIN _____

COMPLAINT RESOLUTION:

Exonerated

Unfounded

Not Sustained

Sustained

Policy Flaw

COMMANDER

REVIEW: _____ DATE: _____

CONCUR: ____ YES ____ NO

COMMENTS: _____

DEPUTY CHIEF REVIEW: _____ DATE _____

CONCUR: ____ YES ____ NO COMMENTS

CHIEF OF POLICE REVIEW: _____ DATE: _____

CONCUR: ____ YES ____ NO COMMENTS:

COMPLAINANT: _____
DATE: _____

COMPLAINANT'S
ADDRESS: _____

WITNESS: _____
DATE: _____

WITNESS
ADDRESS: _____
