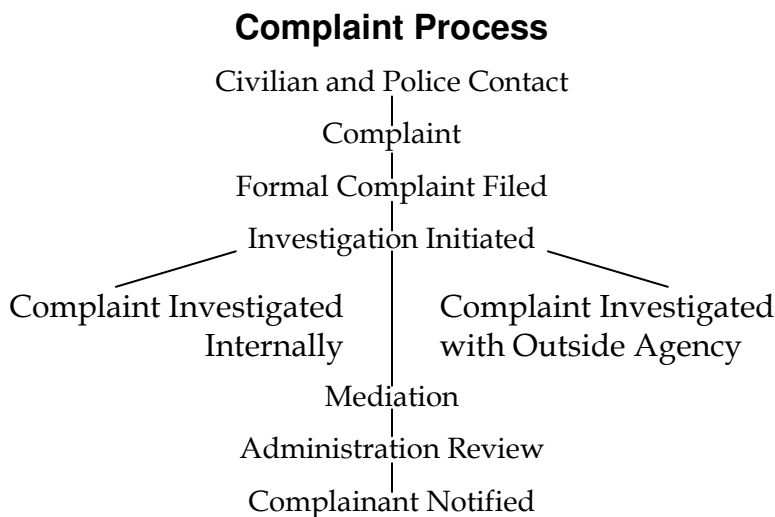


City of Beacon
Police Department
1 Municipal Plaza, Suite 3
Beacon, NY 12508
(845) 831-4111 :: Phone
(845) 838-5092 :: Fax

Procedures For Filing a Complaint Form

1.
 - A. Meet with officer's immediate supervisor, or supervisor on-duty, and fill out the attached form.
 - B. Complete the form and return (in a sealed envelope) to the attention of one of the following:
 1. Beacon Police Department
 - c/o Lt. Frost (complaint against a uniformed officer)
 - c/o Det. Lt. Musmeci (complaint against a detective)
 2. Dutchess County Human Rights Commission
 3. City of Beacon Human Relations Committee
 4. NAACP
2. **If your complaint alleges physical injury or there are criminal charges pending, you may wish to consult with your attorney prior to filing a complaint**
3. Once your complaint has been received, you will be notified by the receiving agency (this will be done normally by letter). If you want notification to be done via e-mail, please provide the address with the complaint form.



Frequently Asked Questions

Q. What happens after I make a complaint?

A. Upon receipt of your complaint it will be logged and recorded. You will be notified of the initiation of a formal investigation.

Q. Can I be assured that my complaint will be taken seriously?

A. Although we cannot guarantee that you will be satisfied, we assure you that your complaint will be investigated thoroughly, fairly, and impartially.

Q. What happens to an employee if he or she is found to have acted improperly?

A. Some instances require disciplinary action which may include oral reprimands, remedial training, suspension, demotion, or dismissal. If a criminal act occurred, the District Attorney's investigative process will follow.

Q. Will I be advised of what form of discipline, if any, was taken?

A. New York State Civil Service Law does not allow us to reveal the specific actions taken to discipline employees.

Making a Comment

A formal complaint may be made to any member of the Police Department who will immediately report the matter to a supervisor. All complaint will be kept confidential.

Formal complaints will be classified as either serious or of a less serious nature. The employee's immediate supervisor may handle less serious complaints.

Serious complaints such as criminal misconduct or violations of civil rights will be referred to the office of the Chief of Police. All complaints are notified in writing of the deposition of their complaint.

Findings

The deposition of all serious complaints are classified under the following:

Unfounded: Complaint or incident is false or non-factual

Exonerated: Complaint or incident did occur but our personnel's actions were lawful and proper.

Not Sustained: The complaint or incident is not supported by sufficient evidence of misconduct department personnel.

Sustained: The complaint or incident is supported by sufficient evidence of misconduct department personnel.

Policy Failure: Employee acted properly within department policy, however, the complaint was valid and justifiable. The complaint may have given reason or reasons to review current policies, procedures, and/or practices.

Were you arrested? _____ Were you injured? _____

Was anyone notified of injury? _____ If so, who? _____

Name of hospital, doctor: _____

Complete if Applicable

Describe injury or type of force used:

Describe discourtesy:

It is a crime punishable as a Class A misdemeanor under the laws of the State of New York for a person in and by a written statement to knowingly make a false statement that they do not believe to be true.

Complainant's Signature (optional)

Date

Supervisor's Signature

Rank/Shield

Date

Office/Internal Use Only

Referred To: Immediate Supervisor: _____

IAD: _____

Chief of Police: _____