

	Bridgewater Township Police Department Policy/Procedure			
	Title: INTERNAL AFFAIR INVESTIGATION			
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- I. **PURPOSE:** The Bridgewater Township Police Department is committed to providing law enforcement services that are fair, effective, and impartially applied. To that end, officers are held to the highest standards of official conduct and are expected to respect the rights of all citizens. Officers' adherence to these standards, motivated by a moral and professional obligation to perform their job to the best of their ability, is the ultimate objective of this agency. The purpose of this policy is to improve the quality of law enforcement services. Citizen confidence in the integrity of the law enforcement agency increases through the establishment of meaningful and effective complaint procedures. This confidence engenders community support for the law enforcement agency. Improving the relationship between the officers and the citizens they serve facilitates cooperation vital to the department's ability to achieve its goals. This policy will also ensure fairness and due process protection to citizens and

officers alike. The internal affairs process shall also be used to identify and correct unclear or inappropriate agency procedures.

II. POLICY: It is the policy of the Bridgewater Township Police Department to accept and investigate all complaints of alleged officer misconduct of wrongdoing from any citizen or employee of the department including anonymous sources. Officers and employees are also subject to disciplinary action for failure to either, willfully or through negligence or incompetence, to perform the duties of their rank or assignment. Investigation of all officer misconduct shall be guided by the State of New Jersey, Division of Criminal Justice “Internal Affairs Policy & Procedures” manual, revised November 2022. Discipline shall be administered according to the degree of misconduct that is sustained. Officers and employees regardless of rank or assignment shall be subject to disciplinary action for violating their oath and trust. Committing an offense punishable under the laws of the United States, the State of New Jersey, or municipal ordinances constitutes a violation of that oath and trust. Officers conducting internal affairs investigations of any allegation of misconduct must strive to conduct a thorough and objective investigation without violating the rights of the subject officer or any other law enforcement officer, and show proper respect to all members of the public.

III. PROCEDURE:

A. Internal Affair Unit

1. The Chief of Police shall designate the Administrative Captain of the police department as the Internal Affairs Commander. The Internal Affairs Commander shall have supervisory responsibilities over all internal affairs complaints lodged against Bridgewater Township Police Department employees, and will have direct access to the Chief of Police on all matters related to internal affairs.
2. Law enforcement executives shall not be assign to the internal affairs function any person responsible for representing members of a collective bargaining unit. The conflict of interest arising from such an assignment would be detrimental to the internal affairs function, the subject officer, the person so assigned, the bargaining unit and the agency as a whole.
3. The Internal Affair Unit shall be comprised of departmental personnel that are assigned to the unit by the Chief of Police.
4. The goal of the Internal Affair Unit is to ensure that the integrity of the department is maintained through a system of internal discipline where fairness and justice are assured by objective, impartial investigations and review.

5. Notwithstanding any other notification protocol herein included, the Chief of Police must be immediately advised of any allegation of wrongdoing on the part of an employee that would constitute a criminal offense or has the potential to have a significant negative impact on the operation or the reputation of the department.

B. Duties and Responsibilities

1. The Internal Affairs Unit is responsible for the investigation and review of all allegations of misconduct by officers and employees of this department.
2. The Internal Affairs shall be notified of and document all incidents involving:
 - a. Any Firearms discharges by departmental personnel, whether on-duty or off-duty, unless the discharge occurred during the course of (1) a law enforcement training exercise; (2) routine target practice at a firing range; (3) a lawful animal hunt or (4) the humane killing of an injured animal.
 - b. Any discharge of an agency-owned firearm by anyone other than agency personnel
 - c. All use of force incidents that result in injury to any person.
 - d. All vehicular pursuits undertaken by departmental personnel.
 - e. All collisions involving departmental vehicles where the officer is at fault.
 - 1) Notification of any of the above incidents shall be made to the Internal Affairs Unit by utilizing the Bridgewater Township Police Department, Internal Affairs Unit Administrative Notification Form. (Attachment A). Each incident shall be documented in detail in Guardian Tracking.
 - 2) Once Notification has been received, internal affairs will determine whether additional investigation is necessary. If so, an internal affairs number should be assigned.
3. Internal affairs shall be responsible for any other investigation as directed by the Chief of Police

4. Internal affairs investigators shall have the authority to interview any officer of the department and to review any record or report of the department relative to their assignment. Requests and orders from internal affairs personnel in furtherance of their duties and responsibilities shall be given full cooperation and compliance as though the request came directly from the Chief of Police. Internal affairs personnel report directly to the Chief of Police through their internal affairs chain of command.
5. The Internal Affairs Commander shall maintain a central file on all complaints received by this department whether investigated by internal affairs or assigned to the officer's supervisor for investigation and disposition.
6. An annual report summarizing the types of complaints received and the dispositions of the complaints should be made available to the public and submitted to the County Prosecutor. The Bridgewater Police Department will publish on our agency's website a brief synopsis of all complaints where termination, reduction in rank or grade, and/or suspension more than (5) five days was assessed to an agency member. They synopsis shall include the identity of each officer subject to final discipline, a brief summary of their transgressions, and a statement of sanction imposed.

C. Training

1. Internal affairs investigators should be trained not only in the elements of criminal law, court procedures and rules of evidence, but also in the disciplinary and administrative law process. Initially upon assignment, and on an ongoing basis, investigators should receive training in internal affairs and disciplinary procedures including training required by the Division of Criminal Justice.

D. Philosophy and Discipline

1. The discipline system established within this policy shall reflect emphasis for improving the quality of services being delivered by the officers of this department. The discipline system should not be thought of as a negative connotation, but as a process that is meant to correct officer actions and conduct that tend to impede the efficient and effective operation of the department.
2. Every Supervisor must establish a familiarity with the agency's discipline process and develop an understanding of how to implement specific disciplinary procedures when called upon to deal

with inappropriate behavior or misconduct. If a supervisor fails to follow these procedures or avoids their responsibility, that supervisor is not conforming to expected behavior and must receive some sort of corrective action. Some supervisors occasionally need to be reminded that the fundamental responsibility for direction and control rest with the immediate supervisor at the operational level, not with the Chief of Police.

3. Training is a part of discipline that may be the alternative to other discipline in situations where the actions giving rise to the initial complaint were not deemed to be an intentional violation of rules and regulations. Training may also be appropriate in situations where the complaint reveals a minor violation that requires no more than reinforcement of existing directives to correct the officer's behavior.
4. Counseling as a component of discipline is an alternative for adjudicating minor complaints that should be considered when the need to address the officer in a forthright manner clearly exists. Counseling is not appropriate for serious violations or in situations where the officer's behavior is part of a continuing course of problematic behavior.
5. Serious rule and regulation violations and those committed as one in a series of repeated violations require swift and certain punitive measures in order to maintain proper discipline within the department.

E. Accepting Reports of Alleged Officer Misconduct

1. All complaints of officer misconduct shall be accepted from all persons who wish to file a complaint, regardless of the hour or day of the week. This includes reports from anonymous sources, juveniles, undocumented immigrants, and persons under arrest or in custody. Internal affairs personnel, if available, should accept complaints. If internal affairs personnel are not available, supervisory personnel should accept reports of officer misconduct, and if no supervisory personnel are available, complaints should be accepted by any law enforcement officer. At no time should a complainant be told to return at a later time to file an internal affairs complaint.
 - a. All reports of misconduct whether formal or informal must be reported to Internal Affairs. All formal complaints shall be reported on an Internal Affairs two-page complaint form. All informal complaints where the reporting party does not want to file a formal complaint must be documented in a

memorandum to the Internal Affairs Unit. The memo should include the complainant's pedigree information, basis for the complaint and the employee's name. (i.e. Officer Smith received a demeanor complaint from an individual that he stopped for speeding. Complainant said Smith yelled at him. The individual just wants the employee talked to about his demeanor.)

- b. Members of the public should be encouraged to submit their complaints as soon after the incident as possible. If the complainant cannot personally appear at the agency to file the complaint, a member of the agency, preferably a member of the internal affairs function, should visit the complainant at their home, place of business or other location if necessary to complete the report. Complaints can be taken by telephone or email. Under no circumstances shall it be necessary for a complainant to make a sworn statement to initiate the internal affairs process.
2. All allegation of officer misconduct shall be thoroughly, objectively, and promptly investigated to their logical conclusion in conformance with this policy, regardless of whether the officer resigns or otherwise separates from the agency.
3. Following the principle that the primary goal of internal affairs and discipline is to correct problems and improve performance, management in the subject officer's chain of command should handle relatively minor complaints. Complaints of demeanor and minor rule infractions should be forwarded to the commanding officer of the subject officer's unit because it is often difficult for an immediate supervisor to objectively investigate a subordinate. In addition, that arrangement might obscure the possibility that part of the inappropriate conduct was the result of poor supervisor by the immediate supervisor.
4. The supervisor receiving the Internal Affairs Complaint will:
 - a. Provide the person making the complaint with the Bridgewater Police Citizen Complaint Information sheet (Attachment B), which explains the department's internal affairs procedures.

- b. Have the complainant complete the Internal Affairs Report Form (Attachment C) and sign the form. If the complainant cannot complete the form the supervisor shall complete it for them.
 - c. Advise the complainant that he or she will be kept informed of the status of the complaint and its ultimate disposition.
 - d. The supervisor accepting the complaint shall complete the internal affairs complaint report to include all required information.
 - e. Ensure the complainant has signed the form. If the complainant will not sign the form, the officer receiving the complaint will so note that fact. However, the failure of a person to sign a complaint will in no way preclude the investigation of the allegations.
5. All department personnel are directed to accept reports of officer misconduct from anonymous sources. If the anonymous complainant is talking to an officer, the officer should encourage him to submit his complaint in person. In any case, the complaint will be accepted.
- a. In the case of an anonymous complaint, the officer accepting the complaint shall complete as much of the Internal Affairs Report Form as he can with the information provided.
6. Complaints shall be handled in the following manner:
- a. All Complaints will be forwarded to the Internal Affairs Commander.
 - b. Complaints received by the Internal Affairs Commander of demeanor and minor rule violations may at times be forwarded to the supervisor of the subject officer for investigation and disposition.
 - c. All other complaints shall be retained by the Internal Affairs Unit and assigned by the Internal Affairs Commander to a Supervisor for investigation. These complaints include:
 - 1) Criminal activity.

- 2) Excessive force.
 - 3) Improper arrest.
 - 4) Improper entry.
 - 5) Improper search.
 - 6) Differential treatment.
 - 7) Serious rule infractions.
 - 8) Complaints of domestic violence.
 - 9) Repeated minor rule infractions.
- d. Once a complaint has been received, the subject officer shall be notified in writing that a report has been made and that an investigation will commence. Such notification shall not include the name of the complainant.

F. Suspension Pending Disposition or Investigation

1. A supervisor, commander or Chief of Police may immediately suspend an officer from duty if he or she determines that one of the following conditions exists:
 - a. The employee is unfit for duty; or
 - b. The employee is a hazard to any person if permitted to remain on the job; or
 - c. An immediate suspension is necessary to maintain safety, health, order or effective direction of public services; or
 - d. The employee has been formally charged with a first, second or third degree crime; or
 - e. The employee has been formally charged with a first, second, third or fourth degree crime or a disorderly person's offense while on-duty or the act touches upon his or her employment.
2. The supervisor imposing the immediate suspension must:
 - a. Advise the employee in writing of why an immediate suspension is sought and the charges and general evidence in support of the charges.
 - 1) If the employee refuses to accept the written notification of immediate

suspension, it shall be given to a representative of the employee's collective bargaining unit.

- b. Provide the employee with sufficient opportunity to review the charges and the evidence and to respond either orally or in writing
 - c. Advise his immediate supervisor in writing of the suspension and the facts and circumstances requiring the suspension.
3. Within five days of the suspension, the department must complete and file formal charges against the suspended employee or return the employee to work. (Attachment D)

G. Investigation and Adjudication of Minor Complaints

1. In lieu of discipline; training, re-training and counseling can be used as instructional or remedial devices to address deficiencies or inadequate performance. This must be approved by the Internal Affairs Commander and may be administered by the employee's first line supervisor.
2. If the officer's supervisor determines it is appropriate for the subject officer to complete a Statement of Understanding, it shall be done with the approval of the Internal Affairs Commander. Statement of Understanding is not part of the progressive discipline system and is not grievable. The statement of understanding will be completed on the Guardian Tracking System.
3. The employee shall be given a copy of the Statement of Understanding to sign. The signed copy will be attached to the statement of understanding in the Guardian tracking system. The original shall be placed in the employee's internal affairs file.
4. Minor complaints shall include but not be limited to demeanor and minor rule violations.
5. The Internal Affairs Investigator shall take all necessary steps to investigate the internal affairs complaint. These steps may include interviewing the complainant, all witnesses and the subject officer, as well as reviewing relevant reports, activity sheets. The investigating officer shall then prepare a report summarizing the matter, indicating the appropriate disposition. Possible dispositions include the following:

- a. Exonerated: A preponderance of the evidence shows the alleged conduct did occur, but did not violate any law; regulation; directive, guideline, policy, or procedure issued by the AG or County Prosecutor; agency protocol; standing operating procedure; rule; or training.
 - b. Sustained: A preponderance of the evidence shows an officer violated any law; regulation; directive, guideline, policy, or procedure issued by the AG or County Prosecutor; agency protocol; standing operating procedure; rule; or training
 - c. Not Sustained: The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation.
 - d. Unfounded: A preponderance of the evidence shows that the alleged conduct did not occur.
 - e. Administratively Closed
6. If the investigating officer determines the disposition of the complaint is unfounded, not sustained, exonerated or administratively closed, the investigation report is to be forwarded to internal affairs for review, and entry in the index file.
7. Upon final disposition of the complaint, a letter shall be sent to the complainant by internal affairs explaining the outcome of the investigation.
 - a. If the allegation was unfounded or the officer was exonerated, this conclusion shall be stated and defined for the civilian complainant. If the allegation was not sustained, the letter shall provide the complainant with a brief explanation why the complaint was not sustained (e.g., insufficient proof, lack of witnesses, etc.) If the allegation was sustained and discipline was imposed, the letter shall simply state that the allegation was sustained and that the officer has been disciplined according to department procedures.
8. Complaints that are sustained shall result in the appropriate discipline determined by the Chief of Police.

9. Initiation of disciplinary action for minor complaints.

- a. The Chief of Police or designee shall issue a performance admonishment, oral reprimand or written reprimand and shall complete the appropriate disciplinary documents.
- b. The officer or employee shall be advised of the discipline and given a copy of the disciplinary document.
- c. A copy of the disciplinary document shall be placed in the officer's or employee's personnel file.
- d. Internal affairs will cause the penalty to be carried out and complete required forms.
- e. Six months after the date of insertion of an approved performance admonishment or oral reprimand, the disciplined employee may notify the Chief of Police in writing and request that the performance admonishment, oral reprimand be removed from the personnel file provided no other breach of discipline has occurred during the period. The employee shall be notified in writing that the document has been removed.
- f. Written Reprimands.
 - 1) The written reprimand will remain permanently in the officer's or employee's personnel file.

H. Investigative and Adjudication of Serious Complaint

1. All serious complaints shall be forwarded to the internal affairs function. This includes complaints of criminal activity, excessive force, improper or unjust arrest, improper entry, improper or unjustified search, differential treatment, serious rule infractions and repeated minor rule infractions.
2. Unless otherwise directed to do so by the County Prosecutor, the prosecutor's office must be immediately notified of all allegations of criminal conduct. The internal affairs investigator shall refrain from taking any further investigative action until directed to do so by the

County Prosecutor unless an imminent threat exists to the safety or welfare of an individual. Once a complaint has been forwarded to the prosecutor's office that office shall endeavor to review the allegation within 30 days and advise the law enforcement agency whether a criminal investigation will be conducted. In the event the prosecutor's office cannot reach a decision within the initial 30 day period, the deadline may be extended in 30 day increments at the discretion of the County Prosecutor. The law enforcement agency shall be advised of any extensions of the deadline.

3. If a criminal investigation is initiated, the law enforcement agency shall receive periodic and timely updates concerning the course of the investigation. While a criminal investigation is pending, complainants and witnesses may be referred by the law enforcement agency to the county victim witness office for information concerning the criminal investigation. Once the criminal investigation is complete and a disposition of the allegation has been made, the prosecutor's office shall provide the law enforcement agency with its investigative file for use in the internal affairs investigation subject to applicable state statutes, court rules and case law. If the prosecutor's office declines to initiate a criminal investigation or the investigation is administratively closed, it shall notify the law enforcement agency of the outcome in writing.
4. As for administrative complaints, the internal affairs supervisor or law enforcement executive will direct that an internal affairs investigator conduct an appropriate investigation. Investigators must strive to conduct a thorough and objective investigation without violating the rights of the subject officer or any other law enforcement officer. Internal affairs investigators, and anyone who may be called upon to do an internal investigation, must be thoroughly familiar with the agency's entire internal affairs policy, including the protection of the subject officer's rights and the procedures for properly investigating internal complaints.
5. The law enforcement executive, upon reviewing the report, supporting documentation and information gathered during any supplemental investigation, shall direct whatever action is deemed appropriate. If the complaint is unfounded or not sustained or the subject officer is exonerated, the disposition shall be entered in the index file and the report filed. The determination must remain within the discretion of the law enforcement executive.
6. If the complaint is sustained and it is determined that formal charges should be made, the law enforcement executive will direct either internal affairs or the appropriate commanding officer to prepare,

sign and serve charges upon the subject officer or employee. The individual assigned shall prepare the formal notice of charges and hearing on the charging form. This form will also be served upon the officer charged in accordance with N.J.S.A. 40A:14-147.

7. The notice of charges and hearing shall direct that the subject officer may: (1) enter a plea of guilty to the charges; (2) enter a plea of not guilty to the charges; or (3) waive their right to a hearing. If the officer enters a plea of guilty or waives their right to a hearing, he or she is permitted to present mitigating factors prior to being assessed a penalty. Conclusions of fact and the penalty imposed will be noted in the officer's personnel file after he or she has been given an opportunity to read and sign it. Internal affairs will cause the penalty to be carried out and complete all required forms.
8. If the subject officer enters a plea of not guilty and requests a hearing, the law enforcement executive will set the date for the hearing as provided by statute and arrange for the hearing of the charges. Internal affairs may assist the assigned supervisor or prosecutor in preparing the agency's prosecution of the charges. This includes proper notification of all witnesses and preparing all documentary and physical evidence for presentation at the hearing.
9. The hearing shall be held before the designated hearing officer. The hearing officer shall recommend a disposition of the charges, including modifying the charges in any manner deemed appropriate. The decision of the hearing officer must be in writing and should be accompanied by findings of fact for each issue in the case.
10. If the hearing officer finds that the complaint against the officer is sustained by a preponderance of the evidence, he or she should recommend any of the penalties which he or she deems appropriate under the circumstances and within the limitations of state statutes and the AG copy of the decision and accompanying findings and conclusions shall be delivered to the officer or employee who was the subject of the hearing and to the law enforcement (if he or she was not the hearing officer) for the imposition of discipline. Upon completion of the hearing, internal affairs will complete all required forms (Civil Service Commission jurisdictions use the Final Notice of Disciplinary Action form DPF-31C), including the entry of the disposition in the index file. If the charges were sustained, internal affairs will cause the penalty to be carried out. Documentation of the charge and the discipline shall be permanently placed in the officer's or employee's personnel file.

11. Upon final disposition of the complaint, in cases where the officer was not notified of the outcome through some written form of discipline, the officer shall be notified of the outcome of the case through a written internal agency communication.
12. In all cases, a letter shall be sent to the complainant explaining the outcome of the investigation. If the allegation was unfounded or the officer was exonerated, this conclusion shall be stated and defined for the civilian complainant. If the allegation was not sustained, the letter shall provide the complainant with a brief explanation why the complaint was not sustained (e.g., insufficient proof, lack of witnesses, etc.). If the allegation was sustained and discipline was imposed, the letter shall state that the allegation was sustained and that the officer has been disciplined according to agency procedures

I. Interviewing the subject officer

1. The internal affairs investigator shall schedule an interview with the subject officer.
2. One person of the officer's choosing may attend the interview
 - a. In investigation of criminal allegations, it is not appropriate for a union representative to be present. However, the officer shall be given the opportunity to consult with a union representative.
3. Before questioning begins, the subject officer shall be informed that:
 - a. When taking a formal statement from an officer, the investigator shall video- and audio-record the statement, except that in cases that did not arise from a civilian complaint, for agency-initiated investigations the investigator needs only to audio record the statement unless the subject officer requests a video recording of the interview or the investigator feels video recordation is appropriate.
 - b. The nature of the complaint;
 - c. The name of the person in charge of the interview, and the names of all persons who will be present during the interview.
4. If the matter under investigation involves an administrative allegation, the officer will be advised of his or her duties and obligations to answer questions after reading and completing the Administrative Investigation Only Form (Attachment E)

5. In order to maintain the integrity and confidentiality of investigations, any witness and representative present at an interview shall be required to sign and adhere to a non-disclosure agreement. Witnesses and Representatives shall be required to sign the form attached (Attachment I)
6. If the matter under investigation involves a possible criminal violation, the internal affair investigator shall consult with the Somerset County Prosecutor's Office. At this time the interview should be stopped until the investigator consults with SCPO regarding Miranda and Garrity (Use Immunity) (Attachment F)
7. If at any time during the questioning session the officer becomes a suspect in a criminal act, the officer shall be so informed and the questioning shall end. Notification shall promptly be made to the Somerset County Prosecutors.

J. Interviewing a Witness Officer

1. The internal affairs investigator shall schedule an interview with the witness officer.
2. When taking a formal statement from an officer, the investigator shall video- and audio-record the statement, except that in cases that did not arise from a civilian complaint, the investigator need not record the statement unless the officer being interviewed requests it.
3. When interviewing a law enforcement officer as a witness, he or she must be made aware of the differences between being a witness in an administrative investigation and being the subject of an administrative investigation. The officer also should be advised that he or she is not the subject of the investigation at this time. If at any time the officer becomes a subject of the investigation, he or she should be advised of that fact and the appropriate procedures followed.
4. Officers who are witnesses must cooperate and truthfully answer all questions narrowly and directly related to performing their duty. "Performance of Duty" includes an officer's actions, observations, knowledge and any other factual information of which they may be aware, whether it concerns their own performance of duty or that of other officers. If the officer feels their answer would incriminate him or her in a criminal matter, the officer must assert their Miranda right.

5. The witness officer shall read and complete the Witness Acknowledgement Form. He shall be advised that he is only a witness in the investigation and not the subject (Attachment G).

K. Internal Affairs/ Complaint Investigations against Bridgewater Law Enforcement Executives

1. The Somerset County Prosecutors Office is directly responsible for Internal Affairs investigation involving the ranks of Chief, Deputy Chief, Captain, or anyone in an acting capacity of these ranks, regardless of the type of alleged misconduct.
2. Upon completion of all possible avenues of inquiry, the internal affairs investigator shall complete the following reports:
 - a. Investigation Report: This is the objective report of all of the investigate activity, including all of the information obtained during the course of the investigation
 - 1) Included in the investigation report will be a summary that will summarize the incident and will provide recommended disposition for each allegation. Possible dispositions include:
 - i. Exonerated.
 - ii. Sustained.
 - iii. Not sustained.
 - iv. Unfounded.
 - v. Administratively closed.
 - b. Summary and conclusions report: This report shall summarize the case and provide conclusions of fact for each allegation. The report should be organized as follows:
 - 1) *A Summary of the Allegations* against the officer, including a recitation of the alleged facts;
 - 2) *A Summary of Factual Findings* in which the investigator outlines the facts proven or supported by the evidence reviewed during the investigation, and applies those facts to each allegation. This shall include a conclusive finding on whether each allegation is to be recorded as exonerated,

sustained, not sustained or unfounded. For sustained findings that qualify for disclosure under AG Guideline section 9.11.2. The summary of factual findings long with discipline imposed, should be basis for the brief synopsis required under AG Guideline section 9.11.2

3) *A Discipline Imposed* section in which the final discipline imposed on the officer will be recorded. This section should be completed once the discipline imposed becomes final. See AG Guideline section 9.11.2 for guidance on when the officers discipline is final.

3. Forward the completed report to the Internal Affairs Commander for review. The Internal Affairs Commander shall forward the completed report to the Chief of Police.
4. The Chief of Police, following a review of the completed report, supporting documentation and information gathered during any supplemental investigation, shall direct whatever action is deemed appropriate.
5. Upon completion of an investigation with a finding of exonerated, not sustained, unfounded, or administratively closed, internal affairs shall notify the subject officer in writing of the disposition.
6. If the complaint is sustained and it is determined that formal charges should be preferred, the Chief of Police shall prepare, sign, and serve charges upon the subject officer or employee. Preliminary Notice of Discipline form (Attachment H)
 - a. The system of progressive discipline can include the following:
 1. Performance admonishment
 2. Oral Reprimand (documented in writing)
 3. Written Reprimand
 4. Voluntary surrender of time off in lieu of other action
 5. Suspension
 6. Loss of promotion opportunity
 7. Demotion
 8. Termination

7. In all cases, a letter shall be sent to the complainant explain the outcome of the investigation. If the allegation was unfounded or the officer was exonerated, this conclusion shall be stated and defined for the civilian complainant. If the allegation was not sustained, the letter shall provide the complainant with a brief explanation why the complaint was not sustained (e.g., insufficient proof, lack of witnesses, etc.) if the allegation was sustained and discipline was imposed, the letter shall simply state that the allegation was sustained and the officer has been disciplined according to the department procedures. It is not necessary to specify the discipline imposed.
8. The notice of charges and hearing shall direct that the officer charged must enter a plea of guilty or not guilty in writing, on or before the date set forth in the notice for entry of plea. Such date for entry of plea shall be set within a reasonable time, at least five days after the date of service of the charge.
9. If the officer charged enters a plea of guilty, the Chief of Police shall permit the officer to present factors in mitigation prior to assessing a penalty.
 - a. Conclusions of fact and the penalty imposed will be noted in the officer's personnel file after they have been given an opportunity to read and sign it. Internal Affairs will cause the penalty to be carried out and complete all required forms.

L. Domestic Violence Incidents Involving Agency Personnel

1. Whenever an officer is involved in a domestic violence incident, either as an alleged perpetrator or as a victim, internal affairs must be promptly notified. In cases where the officer was the alleged perpetrator, the officer's service weapon and any other weapon the officer may possess must be seized by the investigating officers as mandated by Attorney General Directives 2000-3 and 2000-4. If a criminal charge has been filed, internal affairs must notify the Somerset County Prosecutor immediately, even if the incident took place in another town.
2. The primary responsibility for investigating the domestic violence incident itself, along with any related offenses, belongs to the agency with jurisdiction over the incident

M. Hearing

1. Upon written notice of a request for a hearing from the subject officer, the Chief of Police through the Appropriate Authority, will set the date and time for the hearing and arrange for the hearing of the charges.
2. Internal affairs shall be responsible for or assist the assigned supervisor or prosecutor in the preparation of the department's prosecution of the charges. This includes proper notification of all witnesses and preparing all documentary and physical evidence for presentation at the hearing.
3. In the event of a hearing, internal affairs will be responsible for preparing a discovery package from the internal affairs file, and providing it to the subject officer or his or her representative.
4. The hearing officer shall be the Appropriate Authority or the appropriate authority's designee.
5. All disciplinary hearings shall be closed to the public unless the defendant officer requests an open hearing.
6. The hearing officer shall recommend a finding of guilty or not guilty, or recommend that the charges be modified. The decision of the hearing officer should be in writing and accompanied by findings of fact for each issue in the case.
7. The hearing officer shall recommend any of the following disciplinary options which it deems appropriate under the circumstances.
 - a. Performance admonishment.
 - b. Oral reprimand (documented in writing).
 - c. Written reprimand.
 - d. Voluntary surrender of time off in lieu of other action.
 - e. Monetary fine.
 - f. Suspension without pay.
 - g. Loss of promotion opportunity.
 - h. Demotion.
 - i. Termination.
8. A copy of the hearing officer's recommended decision or order and accompanying findings and conclusions shall be delivered to the officer or employee who was the subject of the hearing and to the Chief of Police.

9. Upon completion of the hearing, internal affairs will complete all required forms including the entry of the disposition in the index file.
10. If the charges were sustained, internal affairs will cause the penalty to be carried out. The appropriate disciplinary document shall be permanently placed in the officer's or employee's personnel file.

N. Confidentiality

1. The progress of internal affairs investigations and all supporting materials are considered confidential information.
2. Upon completing a case, internal affairs will enter the disposition in the index file.
3. The contents of internal affairs investigation case files will be retained by the Internal Affairs Unit. The files shall be clearly marked as confidential.
4. Only the Chief of Police or his designee is empowered to release publicly the details of an internal investigation or disciplinary action.
5. Our department may not waive, restrict, or otherwise limit the power of the County Prosecutor or Attorney General to direct that the information or records of internal investigation be released or shared.
6. Officers may not, as part of a plea or settlement agreement in an internal affairs investigation or otherwise, enter into any agreement concerning the content of a synopsis subject to public disclosure or notification list which notes suspended, terminated or demoted.

O. Internal Affair Records

1. Internal Affairs Filing System.
 - a. The filing system shall contain records and files that are maintained by the Internal Affairs Commander. These files shall be maintained in the administrative office area and shall be locked at all times. Video surveillance of the administrative office area to include the internal affairs filing cabinets shall be done at all times.
2. Internal Affairs Index System.

- a. Within the Internal Affairs filing system shall be an index system that will serve as a record control device for maintaining an inventory of all internal affairs case files and summaries of the status of each case. Each internal affairs complaint shall be recorded in the index file and should include basic information such as subject officer, allegations, complainant, date received, investigator assigned, disposition, and disposition date. A unique case number shall be assigned to each case.

3. Tracking and Early Warning

- a. All formal and informal internal affairs complaints shall be documented and tracked by the commander of the internal affairs unit. Reports of pursuits, firearm discharges (Not needed for destroying deer), at fault crashes and use of force incidents shall also be documented and tracked in the Guardian Tracking System. All above listed complaints shall be tracked on an Excel spreadsheet password protected by the commander of internal affairs. Review of all complaints shall be done on a weekly basis.

4. Reporting Requirements to the Somerset County Prosecutor

a. SCPO- AG Guideline Appendix K Report

- 1) A quarterly report to the Somerset County Prosecutor summarizing the allegations received and the investigations concluded for each quarterly period. Due by the 15th of each month following the close of the quarter. (4/15, 7/15, 10/15, 01/15)

b. SCPO- Annual Internal Affairs Summary Appendix L Report

- 1) The Bridgewater Township Police Department shall also release an annual report summarizing the types of complaints received and the disposition of the complaints shall be made available to the public. The report shall be published on the Police Department website for each

quarter. This report may be statistical in nature and shall not contain the identities of officers or complaints. A copy of the synopsis, including a brief description identifying the method of public notice, or a letter advising that there were no complaints meeting the above criteria for the quarter, shall be forwarded to the Somerset County Prosecutor's Office Internal Affairs Commander by the 30th day of January of each year.

c. SCPO- Use of Force Report

- a. Bi-Annual – Must be submitted by July 15th of each year.
- b. Annual- Must be submitted by January 30th of the following year
- c. SCPO- Annual Drug testing Results
- d. SCPO- Annual Police Pursuit Summary Report

P. Outside Agency Requesting Documentation

1. In any case where a law enforcement agency has reason to believe that a candidate for employment was previously a sworn officer of another law enforcement agency, the hiring agency has an affirmative obligation to identify all such former employers. The hiring agency shall then request all internal affairs files for cases where the candidate was the subject officer, regardless of the ultimate disposition or status of the complaint. If requested, the hiring agency shall provide a written acknowledgement to the releasing agency that it will maintain the confidentiality of the files.
2. If we receive such a request regarding a former employee, then it shall be immediately share copies of all internal investigative information related to that candidate with the hiring agency. Confidential internal affairs files shall not be disclosed to any other party.

Q. Brady Giglio Reporting

1. Honesty is an essential job function for every New Jersey law enforcement officer. Officers who are not committed to the truth, who

cannot convey facts and observations in an accurate and impartial manner and whose credibility can be impeached in court cannot advance the State's interests in criminal matters. In addition, defendants in criminal matters may be entitled to certain evidence the prosecutor has concerning the credibility of prosecution witnesses, including police officers. Prosecutors are considered to possess such evidence even when law enforcement agencies create and maintain information concerning the honesty of individual officers. Furthermore, prosecutors may be required to provide such evidence to the court. It is therefore imperative that the internal affairs investigator assist prosecutors with the legal duty to review and, if necessary, disclose evidence that may impact the credibility of police officers. See Attorney General Law Enforcement Directive No. 2019-6. Thus, the following matters shall be reported to the County Prosecutor so that he or she may evaluate the material's relevance; (a) A finding that a police officer has filed a false report or submitted a false certification in any criminal, administrative, employment, financial or insurance matter in their professional or personal life; (b) A pending court complaint or conviction for any criminal, disorderly persons, petty disorderly persons, municipal ordinance or a driving while intoxicated matter (c) A finding that undermines or contradicts a police officer's educational achievements or qualifications as an expert witness; (d) A finding of fact by a judicial authority or administrative tribunal that is known to the officer's employing agency that concludes that a police officer intentionally did not tell the truth in a matter; (e) A sustained finding that a police officer intentionally mishandled or destroyed evidence; and (f) a sustained finding that a police officer is biased against a particular gender or ethnic group.

2. That law enforcement agencies report the above-listed incidents to the County Prosecutor's Office does not constitute a mandate or requirement that the information be disclosed to the court. Prosecutors should conduct an independent review of the information provided to determine whether it needs to be disclosed and whether the officer can participate in the prosecution of criminal cases once a decision is reached as to a particular case or defendant, the prosecutor shall, if necessary, discuss their decision with the internal affair investigator and the law enforcement executive. If it is determined that an officer cannot participate in a criminal prosecution, the prosecutor must advise the agency whether the officer's disability is limited to a particular case, a particular category of cases or all criminal matters.

R. Appeals

1. All internal affairs appeals shall be heard by the Somerset County Superior Court pursuant to Title 40A:14-150.
 - a. Officers may appeal an internal affairs conviction by serving a written notice of application to the Chief of Police whose action is to be reviewed. The notice shall be served within ten (10) days after written notice to the officer of the conviction.
 - b. The Chief of Police shall transmit to the court a copy of the record of such conviction, and of the charge or charges for which the officer was tried.
 - c. The court shall affirm, reverse or modify such conviction.

S. Grievance Procedures

1. All grievances for sworn personnel will be in accordance with the Collective Bargaining Agreement for the Superior Officers' and the Collective Bargaining Agreement for P.B.A Local No. 174.
2. All grievances for non-sworn personnel will be in accordance with the Township of Bridgewater Ordinance 26-47; Steps of grievance procedure.
3. All grievance for civilian union members will be in accordance with the Bridgewater Municipal Employees Association (B.M.E.A) agreement

T. 45 Day Rule

1. It is vitally important that agencies complete internal affairs investigations in a prompt manner. Long, unnecessary delays do not simply create additional uncertainty for the subject officer; they can also threaten the integrity of an investigation and the trust of the community.
2. Most internal affairs complaints are straightforward, and most of these routine complaints can be investigated and resolved quickly. In many cases, an internal affairs investigation will take no more than 45 days from the receipt of the complaint to the filing of disciplinary charges. The simpler the case, the quicker the inquiry should be completed.
3. In more complex matters, however, investigators sometimes need additional time to collect evidence, interview witnesses, or take other

necessary investigative steps. In addition, when an officer's alleged conduct gives rise to a criminal investigation, ordinarily, internal affairs investigators should stay their own inquiry pending the resolution of the criminal matter.

4. If investigators are unable to complete an internal affairs investigation within 45 days of receiving a complaint, they must notify the agency's law enforcement executive on or about the 45th day. In such situations, the law enforcement executive should seek to identify the reasons for the extended investigation and whether the internal affairs function requires additional resources or oversight to complete the inquiry in a prompt manner. In addition, the law enforcement executive should ensure compliance with the "45-day rule" established by N.J.S.A. 40A:14-147, which requires that certain disciplinary charges be filed within 45 days of the date the person filing the charge obtained "sufficient information" to do so.
5. Investigators are required to provide further notice to the law enforcement executive every additional 45 days that the internal affairs investigation remains open (*i.e.*, on or about the 90th, 135th, and 180th days from the receipt of the complaint), and the law enforcement executive should exercise increasing scrutiny of the investigators' work the longer the case remains open.
6. Disciplinary charges alleging a violation of the agency's rules and regulations must be filed within 45 days of the date the person filing the charge obtains sufficient information to file the charge. The 45 day rule does not apply to internal investigations alleging incapacity. In addition, citizens are not required to make their complaint within 45 days of the incident. However, once the agency has received the citizen complaint the 45 day rule applies.
 - a. The commencement of a criminal investigation into the subject matter of an internal affairs complaint will cause the 45 day rule to be suspended pending the outcome of the criminal investigation. The 45 day rule will remain suspended until the disposition of the criminal investigation. However, upon disposition of the criminal investigation, you will once be bound by the 45 day rule. Therefore, in the event a county prosecutor has initiated a criminal investigation of an internal affairs matter, the internal affairs unit must remain in contact with the prosecutor on a regular basis to determine the

progress of the investigation. In cases where the prosecutor has decided to terminate a criminal investigation and return the matter to the agency for appropriate disciplinary action, the internal affairs investigator must be able to document the date on which he learned that the criminal investigation was closed by the prosecutor and returned to the agency. If an agency cannot conduct an internal affairs investigation and file disciplinary within 45 days of the receipt of a complaint, the burden is on the investigator and ultimately the agency to identify the point at which "sufficient information" was developed to initiate disciplinary action. Therefore, it is important that a detailed chronology be maintained of each investigation so the critical actions and decisions are documented.

- b. It is also important that there is no delay between the conclusion of the investigation by the assigned investigator and the decision to file charges by the person who has that responsibility. Although the 45 day rule clock begins at the time the person who has the responsibility to file charges has sufficient information, an agency would have a difficult time justifying an extensive bureaucratic delay once any member of the agency has established sufficient information. The need to eliminate bureaucratic delay is one of the reasons that the internal affairs unit should be closely aligned with the office of the Chief of Police.

U. Personnel Records

1. Personnel records are separate and distinct from internal affairs investigation records, and internal affairs investigative reports shall never be placed in personnel records, nor shall personnel records be co-mingled with internal affairs files. When a complaint has a disposition of exonerated, not sustained or unfounded, there shall be no indication in the employee's personnel file that a complaint was ever made.
2. Where a complaint is sustained and discipline imposed, the only items to be placed into the employee's personnel file are a copy of the administrative charging form and a copy of the disposition form. No part of the internal affairs investigative report shall be placed in the personnel file.

Attachment B



100 COMMONS WAY BRIDGEWATER, NEW JERSEY 08807-2801 • 908-722-4111

**Bridgewater
Police
Department**

Internal Affairs Complaint Information Sheet

The members of the Bridgewater Township 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 your complaint about the performance of an individual officer is resolved fairly and promptly. The Police Department has formal procedures for investigating your complaint. These procedures ensure fairness and protect the rights of both citizens and law enforcement officers.

- Reports or Complaints of officer/employee misconduct must be accepted from any person, including anonymous sources, at any time.
- Complaints shall be accepted regardless of age, race, ethnicity, religion, gender, sexual orientation, disability, or immigration status of the complaining party.
- Your complaint will be sent to a superior officer or a specially trained internal affairs officer who will conduct a thorough and objective investigation.
- You might be asked to help in the investigation by giving a detailed statement about what happened or providing other important information or documents.
- All complaints against law enforcement officers are thoroughly investigated. You will be kept informed of the status of the investigation and its ultimate outcome, if requested, and you provide contact information. The exact discipline imposed is confidential, but you will be advised of the ultimate finding, namely:
 - Sustained: A preponderance of the evidence shows an officer violated any law; regulation; directive, guideline, policy, or procedure issued by the Attorney General or County Prosecutor; agency protocol; standing operating procedure; rule; or training.
 - Unfounded: A preponderance of the evidence shows that the alleged misconduct did not occur.

Page 1 of 2

- Exonerated: A preponderance of the evidence shows the alleged conduct did occur, but did not violate any law; regulation; directive, guideline, policy, or procedure issued by the Attorney General or County Prosecutor; agency protocol; standing operating procedure; rule; or training.
- Not Sustained: The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation.
- 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 officer 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 officer acted properly, the matter will be closed.
- Internal affairs investigations are confidential and all disciplinary hearings shall be closed to the public unless the defendant officer requests an open hearing.
- You may call Captain Kevin Tennant at 908-722-4111 ext. 4160 with any additional information or any questions about the case.

PD I/A 01

Page 2 of 2

Hoja de información de denuncia ciudadana

Los miembros del (Police Department) se comprometen a brindar servicios policiales justos, efectivos e imparciales. Nos conviene a todos que su denuncia sobre el desempeño de una oficial individual sea resuelta de forma justa e inmediata. El Departamento de Policía tiene procedimientos formales para investigar su denuncia. Estos procedimientos están diseñados para garantizar que sean justos y que proteja los derechos tanto del ciudadano como de los oficiales:

1. Los informes o denuncias por conducta inapropiada de oficiales/empleados se deben aceptar de parte de cualquier persona, incluyendo fuentes anónimas.
2. Las denuncias se deben aceptar independientemente de las edad, raza, etnia, religión, género, orientación sexual, discapacidad o condición de inmigración del denunciante.
3. Su denuncia se pasará a un oficial superior o a un oficial de asuntos internos capacitado específicamente, que llevará a cabo una investigación exhaustiva y objetiva.
4. Posiblemente se le pida su colaboración en la investigación, solicitándole una declaración detallada sobre los hechos o brindando información importante y documentos.
5. Todas las denuncias contra oficiales policiales se investigan exhaustivamente. Si lo solicita y nos brinda información de contacto, le mantendremos informado del estado de la investigación y de la decisión final. La medida disciplinaria impuesta es confidencial, pero se le comunicará el resultado final, concretamente:
 - a. Sostenida: La preponderancia de la evidencia demuestra que un oficial violó cualquier ley; regulación; directiva, directriz, política o procedimiento emitido por el fiscal general o el fiscal del condado, protocolo de agencia, procedimiento operativo permanente, regla o capacitación.
 - b. Infundada: La preponderancia de la evidencia demuestra que la supuesta conducta inapropiada no tuvo lugar.
 - c. Exonerada: La preponderancia de la evidencia demuestra que la supuesta conducta tuvo lugar pero no violó ninguna ley; regulación; directiva, directriz, política o procedimiento emitido por el fiscal general o el fiscal del condado, protocolo de agencia, procedimiento operativo permanente, regla o capacitación.
 - d. No sostenida: La investigación no pudo juntar evidencia suficiente para probar o desaprobar una acusación.
6. Si nuestra investigación demuestra que se pudo haber cometido un delito, se le notificará al fiscal del condado. Se le puede solicitar que testifique en el juzgado.
7. Si nuestra investigación resulta en que un oficial sea acusado de violar las reglas del departamento, se le puede solicitar que testifique en una audiencia departamental.
8. Si nuestra investigación demuestra que la denuncia es infundada o que el oficial actuó de manera adecuada, se cerrará el caso.
9. Las investigaciones de asuntos internos son confidenciales y todas las audiencias disciplinarias serán cerradas al público a menos que el oficial acusado solicite una audiencia abierta.
10. Puede llamar al (INTERNAL AFFAIRS INVESTIGATOR) al (PHONE NUMBER) para darle cualquier información adicional y para hacer preguntas sobre el caso.

ورقة معلومات شكاوى المواطنين

يلتزم أعضاء مصلحة الجمع أن يتم حل شكاواك حول أداء ضابط معين بشكل عادل وفوري. ولدى قسم الشرطة إجراءات رسمية للتحقيق في شكاواك. وتم تصميم هذه الإجراءات لضمان العدالة وحماية حقوق كل من المواطنين وضباط إنفاذ القانون:

1. يجب قبول البلاغات أو الشكاوى بخصوص سوء سلوك الضابط / الموظف من أي شخص، بما في ذلك المصادر مجهولة الهوية، في أي وقت.
2. يتم قبول الشكاوى بغض النظر عن العمر أو العرق أو الاثنية أو الدين أو الجنس أو الميل الجنسي أو الإعاقة أو حالة الهجرة للطرف مقدم الشكاوى.
3. سيتم إرسال شكاواك إلى ضابط أعلى أو ضابط شؤون داخلية مدرب تدريباً خاصاً يجري تحقيقاً شاملاً وموضوعياً.
4. قد يُطلب منك المساعدة في التحقيق من خلال تقديم بيان مفصل حول ما حدث أو تقديم معلومات أو مستندات مهمة أخرى.
5. يتم التحقيق في جميع الشكاوى ضد ضباط إنفاذ القانون بدقة. وسيتم إطلاعك على حالة التحقيق ونتائجه النهائية، إذا طلبت ذلك، وستقدم لك معلومات الاتصال. والعاقب المفروض بالضبط سري، ولكن سيتم إعلامك بالنتيجة النهائية، وهي:
 - a. حدث: رجحان الأدلة يوضح أن الضابط انتهك أي قانون؛ أو لائحة؛ أو توجيه؛ أو إرشاد، أو سياسة أو إجراء صادر عن النائب العام أو المدعي العام في المقاطعة؛ أو بروتوكول وكالة؛ أو إجراءات تشغيل دائمة؛ أو قاعدة؛ أو تدريب.
 - b. لا أساس له: رجحان الأدلة يدل على أن سوء السلوك المزعوم لم يحدث.
 - c. بريء: يوضح رجحان الأدلة أن السلوك المزعوم قد حدث، ولكنه لم ينتهك أي قانون؛ أو لائحة؛ أو توجيه؛ أو إرشاد، أو سياسة، أو إجراء صادر عن النائب العام أو المدعي العام في المقاطعة؛ أو بروتوكول وكالة؛ أو إجراءات تشغيل دائمة؛ أو قاعدة؛ أو تدريب.
 - d. لم يحدث: لم يتوصل التحقيق إلى أدلة كافية لإثبات الادعاء بوضوح أو دحضه.
6. إذا أظهر التحقيق الذي أجريناه أنه قد تكون هناك جريمة قد ارتكبت، سيتم إخطار المدعي العام بالمقاطعة. قد يُطلب منك الشهادة في المحكمة.
7. إذا أسفر التحقيق الذي أجريناه عن اتهام ضابط بانتهاك قواعد القسم، قد يُطلب منك الشهادة في جلسة استماع في القسم.
8. إذا أظهر التحقيق الذي أجريناه أن الشكاوى لا أساس لها من الصحة أو أن الضابط تصرف بشكل صحيح، سيتم غلق المسألة.
9. تحقيقات الشؤون الداخلية سرية وتُغلق جميع جلسات الاستماع التأديبية أمام الجمهور ما لم يطلب الضابط المدعى عليه عقد جلسة علنية.
10. يمكنك الاتصال بـ (INTERNAL AFFAIRS INVESTIGATOR) على (PHONE NUMBER) بخصوص أي معلومات إضافية أو أي أسئلة حول القضية.

公民投诉信息表

(Police Department)的成员致力于提供公平、有效、公正适用的执法服务。让您针对某位官员的表现而提出的投诉得到公平、及时的解决，是符合每个人最佳利益的做法。警察局设有正式的程序，将根据此对您的投诉进行调查。这些程序旨在确保公平性，并同时保护公民和执法官员的权利：

1. 任何人在任何时候针对官员/员工的不当行为提出的举报或投诉都必须予以接受，包括匿名来源。
2. 无论提出投诉一方的年龄、种族、族裔、宗教、性别、性取向、残障或移民身份，投诉均应予以接受。
3. 您的投诉将被提交给一名主管官员或是一名经过专门培训的内部事务官员，其将展开彻底且客观的调查。
4. 在调查过程中，可能会要求您通过提供关于所发生的事情的详细说明或是提供其他重要信息或文件的方式来协助调查。
5. 针对执法官员提出的所有投诉都将予以彻底的调查。若您提出要求并提供联系信息，您将能够随时获知调查的状态及其最终结果。所施加的确切惩戒是保密的，但您将能够获知最终的调查结果，即：
 - a. 投诉有效：优势证据显示一名官员违反了任何法律；法规；检察总长或县检察官颁布的指令、指导原则、政策或程序；机构协议、现行的操作程序、规则、或培训。
 - b. 无事实根据：优势证据显示所指控的不当行为并未发生。
 - c. 免责：优势证据显示所指控的行为确有发生，但并未违反任何法律；法规；检察总长或县检察官颁布的指令、指导原则、政策或程序；机构协议；现行的操作程序；规则；或培训。
 - d. 投诉无效：调查未能披露充分的证据以明确地证明或反驳指控。
6. 如果我们的调查结果显示可能已经构成犯罪，则将会告知县检察官。您可能会被要求出庭作证。
7. 如果我们的调查导致一名官员遭到违反部门法规的指控，则您可能会被要求在部门听证会上作证。
8. 如果我们的调查结果显示投诉是无根据的或是该名官员的行为是恰当的，则案件将予以结案。
9. 内部事务调查是保密的，所有惩戒听证会都不会向民众开放，除非被告官员申请进行公开听证。
10. 如果您有关于案件的任何其他信息或任何疑问，您可以拨打(PHONE NUMBER)联系(INTERNAL AFFAIRS INVESTIGATOR)。

Dokinan Enfòmasyon pou Plent Sitwayen

Manm nan (Police Department) ap fè tout sa yo kapab pou bay sèvis lapolis avèk jistis, efikasite, ak enpasyalite. Sa nan enterè tout moun, pou plent nou resevwa sou nenpòt ki ajans lapolis rezoud avèk jistis, san pèdi tan. Depatman Lapolis la gen pwosedi ki tabli pou mennen ankèt sou plent ou fè a. Pwosedi sa yo ekri yon jan pou garanti jistis, ak pou pwoteje dwa ni sitwayen yo, ni ajan lapolis yo:

1. Yo oblije resevwa rapò ki fèt kont yon ajan/anplwaye lapolis nan men tout moun, menm si se yon moun ki pa vle bay non li, nenpòt kilè.
2. Yo pral aksepte plent yo, san gade sou laj moun, ni sou ras, gwoup etnik, relijyon, si se gason oubyen fi, oryantasyon seksyèl, andikap, oswa kondisyon imigran moun ki pote plent lan.
3. Plent ou pote a pral rive nan men yon ofisyè siperyè oswa yon ofisyè ki resevwa fòmasyon sou zafè entèn, ki pral mennen yon ankèt konplè avèk objektivite.
4. Yo ka mande w ede nan ankèt la, avèk enfòmasyon detaye ou genyen sou sa ki rive, oubyen avèk lòt enfòmasyon oswa dokiman ki enpòtan.
5. Gen ankèt serye k ap mennen pou tout plent ki pote kont ajan polis yo. Y ap ba ou enfòmasyon sou jan ankèt la mache, ak sou dènye konklizyon ankèt la, si ou mande sa epi ou bay enfòmasyon pou kontakte w. Sanksyon ekgzak yo pran an ap rete konfidansyèl, men y ap fè ou konnen dènye konklizyon an, tankou:
 - a. Pwouve: Gen anpil prèv ki montre yon ajan polis vyole yon lwa, oswa yon règleman, yon direktiv, yon òdonnans, prensip, oubyen yon pwosedi Komisè Gouvènman an oubyen Avoka Konte a, oswa yon pwotokòl ajans lan, yon pwosedi anvigè, yon prensip, oswa yon fòmasyon.
 - b. Pa gen ka: Gen anpil prèv ki montre zak yo rapòte a pa te rive.
 - c. Eskize: Gen anpil prèv ki montre zak yo rapòte a te rive, men li pa te yon vyolasyon okenn lwa, ni okenn règleman, direktiv, òdonnans, prensip, oubyen pwosedi Komisè Gouvènman an oubyen Avoka Konte a, ni yon pwotokòl ajans lan, yon pwosedi anvigè, yon prensip, oswa yon fòmasyon.
 - d. Pa pwouve: Ankèt la pa pote ase prèv ki montre aklè zak la te rive, oubyen li pa te rive.
6. Si ankèt nou montre kapab gen yon krim ki te komèt, n ap fè Avoka Konte a konnen sa. Yo ka mande w parèt pou temwaye nan tribinal.
7. Si ankèt nou an lakòz yo akize yon ajan lapolis paske li vyole yon prensip departman an, yo ka mande w vin temwaye nan yon odisyon departman an.
8. Si ankèt nou an montre pa gen ka pou plent lan, oubyen ajan lapolis la te byen aji, dosye a ap fèmen.
9. Ankèt sou zafè entèn yo ap rete konfidansyèl, epi tout sanksyon disiplinè yo ap rete fèmen pou piblik la, sòf si ajan lapolis ki ankòz la mande pou yon odisyon avèk pòt louvri.
10. Ou mèt rele (INTERNAL AFFAIRS INVESTIGATOR) nan (PHONE NUMBER) pou bay enfòmasyon siplemantè, oubyen pou poze nenpòt kesyon sou ka a.

नागरिक शिकायत सूचना पत्र

(Police Department) के सदस्य न्यायोचित, प्रभावी और निष्पक्ष ढंग से कानून लागू कराने रूपी सेवा देने के लिए प्रतिबद्ध हैं। यह सभी के सर्वोत्तम हित में है कि किसी विशेष अधिकारी के प्रदर्शन के बारे में आपकी शिकायत को न्यायोचित ढंग से और शीघ्रता से हल किया जाए। आपकी शिकायत की जाँच के लिए पुलिस विभाग के पास औपचारिक प्रक्रियाएँ हैं। इन प्रक्रियाओं का डिजाइन नागरिकों और कानून लागू कराने वाले अधिकारियों, दोनों के अधिकारों की रक्षा करने और निष्पक्षता सुनिश्चित करने के लिए किया गया है:

1. गुमनाम स्रोतों सहित किसी भी व्यक्ति से अधिकारी / कर्मचारी के बारे में कदाचार की रिपोर्ट या शिकायत किसी भी समय स्वीकार की जानी चाहिए।
2. शिकायतकर्ता की आयु, नस्ल, नस्ल, धर्म, लिंग, यौन अभिविन्यास, विकलांगता या आव्रजन स्थिति की परवाह किए बिना शिकायत स्वीकार किया जाएगा।
3. आपकी शिकायत को किसी उच्चाधिकारी या आंतरिक मामलों के लिए विशेष रूप से प्रशिक्षित अधिकारी के पास भेजा जाएगा जो मामले की विस्तृत और उद्देश्यपूर्ण जाँच करेंगे।
4. आपको घटना के बारे में विस्तृत विवरण दे कर जाँच में मदद करने के लिए कहा जा सकता है कि क्या हुआ था या / और अन्य महत्वपूर्ण जानकारी या दस्तावेज उपलब्ध कराने के लिए कहा जा सकता है।
5. कानून लागू कराने वाले अधिकारियों के विरुद्ध सभी शिकायतों की विस्तृत जाँच की जाती है। यदि अनुरोध किया जाता है, तो आपको जाँच की स्थिति और उसके अंतिम परिणाम से अवगत कराया जाएगा, और आप संपर्क जानकारी प्रदान करते हैं। अधिरोपित सटीक सजा गोपनीय है, लेकिन जाँच के अंतिम परिणाम के बारे में आपको सूचित किया जाएगा, अर्थात्:
 - a. शिकायत की वैधता मान ली गई: सबूतों को देखने से पता चलता है कि अधिकारी ने किसी कानून, विनियमन, महान्यायवादी (अटॉर्नी जनरल) या काउंटी अभियोजक द्वारा जारी किए गए आदेश, दिशानिर्देश, नीति या प्रक्रिया; एजेंसी प्रोटोकॉल; परिचालन प्रक्रिया; सिद्धांत; या प्रशिक्षण का उल्लंघन किया है।
 - b. शिकायत निराधार पाया गया: सबूतों को देखने से पता चलता है कि कथित कदाचार नहीं हुआ था।
 - c. दोषमुक्त कर दिया गया: सबूतों को देखने से पता चलता है कि कथित आचरण हुआ था, लेकिन किसी भी कानून, विनियमन, महान्यायवादी (अटॉर्नी जनरल) या काउंटी अभियोजक द्वारा जारी किए गए आदेश, दिशानिर्देश, नीति या प्रक्रिया; एजेंसी प्रोटोकॉल; परिचालन प्रक्रिया; सिद्धांत; या प्रशिक्षण का उल्लंघन नहीं किया गया था।
 - d. शिकायत अवैध है: आरोप को स्पष्ट रूप से साबित करने या खारिज करने में जाँच पर्याप्त सबूतों का खुलासा करने में विफल रहा।
6. यदि हमारी जाँच यह दर्शाती है कि अपराध किया गया हो सकता है, तो काउंटी अभियोजक को सूचित किया जाएगा। आपको अदालत में गवाही देने के लिए कहा जा सकता है।
7. यदि हमारी जाँच के परिणामस्वरूप किसी अधिकारी पर विभाग के नियमों के उल्लंघन का आरोप लगाया जाता है, तो विभागीय सुनवाई में आपको गवाही देने के लिए कहा जा सकता है।
8. यदि हमारी जाँच दर्शाती है कि शिकायत निराधार है या अधिकारी ने ठीक से काम किया है तो मामला बंद कर दिया जाएगा।
9. आंतरिक मामलों की जाँच गोपनीय है और सभी अनुशासनात्मक सुनवाई जनता के लिए बंद रहेगी, जब तक कि प्रतिवादी अधिकारी खुली सुनवाई का अनुरोध नहीं करता है।
10. आप मामले के बारे में किसी भी अतिरिक्त जानकारी या किसी भी प्रश्न के साथ (INTERNAL AFFAIRS INVESTIGATOR) को (PHONE NUMBER) पर कॉल कर सकते हैं।

시민 불만 제기 정보 시트

(Police Department)의 직원은 공정하고 효과적이며 공평하게 적용되는 법 집행 봉사를 제공하기로 약속합니다. 공무원에 대한 불만 제기는 공정하게 즉시 해결하는 것이 모든 사람에게 최대의 이익입니다. 해당 경찰서는 귀하의 불만을 조사하기 위한 공식 절차를 보유하고 있습니다. 시민과 법 집행 공무원 양쪽의 권리를 지키고 공정함을 보장하여 설계된 절차입니다.

1. 공무원/직원의 위법행위를 신고하거나 불만 제기하는 일은 익명을 포함한 누구나 언제든지 가능해야 합니다.
2. 불만 제기는 불만 제기 당사자의 나이, 인종, 민족, 종교, 젠더, 성적 지향, 장애, 이민 상태와 관계없이 가능해야 합니다.
3. 귀하의 불만 제기는 상관 또는 특별 내사 담당자에게 전송되어 철저하고 객관적인 조사가 이루어질 것입니다.
4. 귀하는 조사를 돕기 위해 발생한 일에 관한 자세한 진술 제공 또는 기타 중요 정보나 서류 제공을 요청받을 수 있습니다.
5. 법 집행 공무원을 대상으로 한 모든 불만 제기는 철저하게 조사됩니다. 조사 상황 및 최종 결과 정보를 받기 원하시면 요청하시고 연락처를 제공해 주십시오. 정확한 징계 처분은 기밀이나, 최종 판결 내용을 통지해드립니다. 즉:
 - a. 인정: 법률, 규정, 법무 장관 또는 카운티 검사가 발행한 지시, 지침, 정책 또는 절차, 기관 프로토콜, 표준운영절차, 규칙, 또는 훈련을 공무원이 위반했음을 보여주는 증거가 우세함.
 - b. 근거 없음: 주장된 위법행위가 발생하지 않았다는 증거가 우세함.
 - c. 혐의없음: 주장된 행위가 발생했음을 보여주는 증거가 우세하나, 법률, 규정, 법무 장관 또는 카운티 검사가 발행한 지시, 지침, 정책 또는 절차, 기관 프로토콜, 표준운영절차, 규칙, 또는 훈련을 위반하지 않음.
 - d. 기각: 조사를 통해 해당 혐의가 명백히 증명 또는 반증될 만큼 충분한 증거를 공개하는 데 실패함.
6. 조사 결과 범죄를 저지른 것으로 보이는 경우, 카운티 검사에게 보고됩니다. 귀하는 법정에서 증언을 요청받을 수 있습니다.
7. 조사 결과 공무원의 부서 규칙 위반 혐의가 드러나는 경우, 귀하는 부서 청문회에서 증언을 요청받을 수 있습니다.
8. 조사 결과 해당 불만의 근거가 없거나 해당 공무원이 적절하게 행동한 경우 사안은 종료됩니다.
9. 내사과의 조사는 기밀이며 모든 징계 청문회는 피고 공무원이 공개 청문회를 요청하지 않는 한 대중에게 공개되지 않습니다.
10. (INTERNAL AFFAIRS INVESTIGATOR)에게 (PHONE NUMBER)번으로 전화하여 해당 사건에 관해 추가 정보나 궁금한 점을 확인하실 수 있습니다.

Arkusz informacyjny skargi obywatelskiej

Członkowie (Police Department) zobowiązani są do świadczenia usług w zakresie egzekwowania prawa, które są stosowane sprawiedliwie, skutecznie i bezstronnie. W najlepszym interesie wszystkich zainteresowanych leży sprawiedliwe i szybkie rozstrzygnięcie skargi dotyczącej wyników pracy poszczególnych funkcjonariuszy. Wydział Policji posiada formalne procedury zbadania Państwa skargi. Procedury te mają na celu zapewnienie uczciwości i ochronę praw zarówno obywateli, jak i funkcjonariuszy organów ścigania:

1. Zgłoszenia lub skargi dotyczące uchybień funkcjonariusza/pracownika muszą być przyjmowane w każdym momencie od każdego, w tym z anonimowych źródeł.
2. Skargi są przyjmowane bez względu na wiek, rasę, pochodzenie etniczne, religię, płeć, orientację seksualną, niepełnosprawność lub status imigracyjny strony zgłaszającej skargę.
3. Skarga zostanie przesłana do przełożonego lub specjalnie przeszkolonego funkcjonariusza ds. wewnętrznych, który przeprowadzi dokładne i obiektywne dochodzenie.
4. Mogą Państwo zostać poproszeni o pomoc w śledztwie, składając szczegółowe oświadczenie o tym, co się wydarzyło lub dostarczając innych ważnych informacji lub dokumentów.
5. Wszystkie skargi na funkcjonariuszy organów ścigania są dokładnie badane. Jeśli wyrażą Państwo taką chęć i dostarczą swoje dane kontaktowe, zostaną Państwo poinformowani o stanie dochodzenia i jego ostatecznym wyniku. Ewentualna kara dyscyplinarna jest poufna, ale zostaną Państwo poinformowani o ostatecznym wyniku śledztwa, mianowicie:
 - a. Podtrzymanie: Przeważająca część dowodów wskazuje na to, że funkcjonariusz naruszył jakiegokolwiek prawo, przepisy, wytyczne, politykę lub procedurę wydane przez Prokuratora Generalnego lub Prokuratora Okręgowego, protokół agencyjny, procedurę operacyjną, zasadę lub szkolenie.
 - b. Bezzasadność: Z przeważającej części dowodów wynika, że domniemane uchybienie nie miało miejsca.
 - c. Uniewinnienie: Z przeważającej części dowodów wynika, że domniemane zachowanie miało miejsce, ale nie naruszyło żadnego prawa, regulacji, dyrektywy, wytycznych, polityki lub procedury wydanej przez Prokuratora Generalnego lub Prokuratora Okręgowego, protokołu agencyjnego, procedury operacyjnej, zasady lub szkolenia.
 - d. Brak podtrzymania: Dochodzenie nie ujawniło wystarczających dowodów, aby jasno udowodnić lub obalić stawiany zarzut.
6. Jeśli nasze dochodzenie wykaże, że mogło dojść do przestępstwa, zostanie o tym powiadomiony Prokurator Okręgowy. Mogą Państwo zostać poproszeni o złożenie zeznań w sądzie.
7. Jeśli w wyniku naszego dochodzenia zostanie postawiony zarzut naruszenia przepisów wydziału, mogą Państwo zostać poproszeni o złożenie zeznań na przesłuchaniu w wydziale.
8. Jeżeli nasze dochodzenie wykaże, że skarga jest nieuzasadniona lub że funkcjonariusz postąpił właściwie, sprawa zostanie zamknięta.
9. Dochodzenia w sprawach wewnętrznych mają charakter poufny, a wszystkie przesłuchania dyscyplinarne są niejawnie, chyba że pozwany wystąpi z wnioskiem o przesłuchanie otwarte.
10. W sprawie dodatkowych informacji lub pytań dotyczących tej sprawy, mogą Państwo skontaktować się z (INTERNAL AFFAIRS INVESTIGATOR) pod (PHONE NUMBER).

Ficha de informações de reclamação do cidadão

Os membros do (Police Department) estão comprometidos em fornecer serviços de aplicação da lei que sejam justos, eficazes e aplicados de forma imparcial. É no melhor interesse de todos que a sua reclamação sobre o desempenho de um oficial individual seja resolvida de maneira justa e imediata. O Departamento de Polícia tem procedimentos formais para investigar sua reclamação. Esses procedimentos são projetados para garantir imparcialidade e proteger os direitos dos cidadãos e dos oficiais de polícia:

1. Denúncias ou reclamações de má conduta de oficial/funcionário devem ser aceitas de qualquer pessoa, incluindo de fontes anônimas, a qualquer momento.
2. As reclamações serão aceitas independentemente da idade, raça, etnia, religião, sexo, orientação sexual, deficiência ou status de imigração da parte reclamante.
3. Sua reclamação será enviada a um oficial superior ou a um oficial de assuntos internos especialmente treinado que conduzirá uma investigação completa e objetiva.
4. Você pode ser solicitado a ajudar na investigação, fornecendo uma declaração detalhada sobre o que aconteceu ou fornecendo outras informações ou documentos importantes.
5. Todas as reclamações contra oficiais de polícia são minuciosamente investigadas. Você será mantido informado sobre o status da investigação e seu resultado definitivo, se solicitado, e fornecerá informações de contato. A disciplina exata imposta é confidencial, mas você será informado da constatação final, a saber:
 - a. Mantido: Uma preponderância das evidências mostra que um oficial violou qualquer lei, regulamento, diretiva, diretriz, política ou procedimento emitido pelo Procurador-geral ou pelo Promotor do Condado, protocolo de agência, procedimento operacional permanente, regra ou treinamento.
 - b. Infundado: Uma preponderância das evidências mostra que a suposta má conduta não ocorreu.
 - c. Isentado: Uma preponderância das evidências mostra que a suposta conduta ocorreu, mas não violou nenhuma lei, regulamento, diretiva, diretriz, política ou procedimento emitido pelo Procurador-geral ou pelo Promotor do Condado, protocolo de agência, procedimento operacional permanente, regra ou treinamento.
 - d. Não mantido: A investigação não revelou evidências suficientes para provar ou refutar claramente a alegação.
6. Se nossa investigação mostrar que um crime pode ter sido cometido, o promotor do condado será notificado. Você pode ser solicitado a testemunhar em tribunal.
7. Se nossa investigação resultar em um oficial acusado de violar as regras do departamento, você pode ser solicitado a testemunhar em uma audiência departamental.
8. Se nossa investigação mostrar que a reclamação é infundada ou que o oficial agiu adequadamente, o assunto será encerrado.
9. As investigações de assuntos internos são confidenciais e todas as audiências disciplinares serão fechadas ao público, a menos que o oficial acusado solicite uma audiência aberta.
10. Você pode ligar para o (INTERNAL AFFAIRS INVESTIGATOR) em (PHONE NUMBER) com qualquer informação adicional ou qualquer dúvida sobre o caso.

Papel ng Impormasyon Tungkol sa Reklamo ng Mamamayan

Ang mga miyembro ng (Police Department) ay nakalaang magkaloob ng mga serbisyong pagpapatupad ng batas na patas, mabisa, at walang-pinapanigan. Makakabuti sa lahat na ang iyong reklamo tungkol sa pagganap ng isang indibidwal na opisyal ay malutas nang patas at mabilis. Ang Kagawaran ng Pulisya ay may mga pormal na pamamaraan para sa pag-imbetiga sa iyong reklamo. Ang mga pamamaraang ito ay idinisenyo upang matiyak ang pagiging patas at protektahan ang mga karapatan ng pareho ng mga mamamayan at mga opisyal na nagpapatupad ng batas:

1. Ang mga Ulat o Reklamo tungkol sa maling pagkilos ng opisyal/empleyado ay dapat tanggapin mula sa sinumang tao, kabilang ang mga hindi kilalang pinanggalingan, sa anumang oras.
2. Ang mga reklamo ay dapat tanggapin anuman ang edad, lahi, etnisidad relihiyon, kasarian, oryentasyong sekswal, kapansanan o katayuang pang-imigrasyon ng nagrereklamong partido.
3. Ang iyong reklamo ay ipadadala sa isang nakatataas na opisyal o isang espesyal na sinanay na opisyal sa mga gawaing panloob na magsasagawa ng isang masusing obhetibong imbestigasyon.
4. Ikaw ay maaaring patulungin sa imbestigasyon sa pamamagitan ng pagbibigay ng isang detalyadong pahayag tungkol sa nangyari o pagkaloob ng ibang mahahalagang impormasyon o dokumento.
5. Lahat ng reklamo laban sa mga opisyal ng pagpapatupad ng batas ay masusing iniimbistigahan. Ikaw ay patuloy na bibigyan ng impormasyon tungkol sa katayuan ng imbestigasyon at sa pinal na resulta, kung hiniling, at kung nagbigay ka ng impormasyon tungkol sa matatawagan. Ang eksaktong disiplina na ipinapataw ay kompidensiyal, pero ikaw ay sasabihan ng huling pasiya, na tulad ng mga sumusunod:
 - a. Napatibayan: Ang nangingibabaw na ebidensiya ay nagpapakita na ang isang opisyal ay lumabag sa isang batas; regulasyon; direktiba, gabay, patakaran, pamamaraan na inisyu ng Pangkalahatang Abugado o Tagausig ng County; protokol ng ahensiya; kasalukuyang pamamaraan ng pagpapatakbo; tuntunin; o pagsasanay.
 - b. Walang batayan: Ang nangingibabaw na ebidensiya ay nagpapakita na ang ibinibintang na maling pagkilos ay hindi nangyari.
 - c. Napawalang-sala: Ang nangingibabaw na ebidensiya ay nagpapakita na ang ibinibintang na pagkilos ay tunay na nangyari, pero hindi lumabag sa isang batas; regulasyon; direktiba, gabay, patakaran, pamamaraan na inisyu ng Pangkalahatang Abugado o Tagausig ng County; protokol ng ahensiya; kasalukuyang pamamaraan ng pagpapatakbo; tuntunin; o pagsasanay.
 - d. Hindi napatibayan: Ang imbestigasyon ay nabigong maglantad ng sapat na ebidensiya upang malinaw na patunayan o hindi patunayan ang bintang.
6. Kung ang aming imbestigasyon ay nagpakita na ang isang krimen ay maaaring ginawa, ang tagausig ng county ay bibigyan ng paunawa. Ikaw ay maaaring patestiguhin sa korte.
7. Kung ang aming imbestigasyon ay nagresulta sa pagsasakdal sa isang opisyal dahil sa paglabag sa mga tuntunin ng kagawaran, ikaw ay maaaring patestiguhin sa isang pagdinig na pangkagawaran.
8. Kung ang aming imbestigasyon ay nagpakita na ang reklamo ay walang batayan o na ang opisyal ay umakto nang wasto, ang bagay ay sararhan.
9. Ang mga imbestigasyon ng mga gawaing panloob ay kompidensiyal at lahat ng pagdinig na pandisiplina ay dapat sarado sa publiko maliban kung ang nasasakdal na opisyal ay humiling ng isang bukas na pandinig.
10. Maaari mong tawagan ang (INTERNAL AFFAIRS INVESTIGATOR) sa (PHONE NUMBER) para sa anumang karagdagang impormasyon o anumang mga tanong tungkol sa kaso.

Tờ Thông Tin Khiếu Nại dành cho Công Dân

Các thành viên của (Police Department) cam kết cung cấp dịch vụ hành pháp công bằng, hiệu quả và chí công vô tư. Việc giải quyết công bằng và kịp thời khiếu nại của quý vị về hiệu quả làm việc của một cảnh sát viên sẽ đem lại lợi ích cao nhất cho tất cả mọi người. Sở Cảnh Sát có những quy trình chính thức để điều tra khiếu nại của quý vị. Những quy trình này được thiết kế để đảm bảo sự công bằng và bảo vệ quyền của cả công dân và các nhân viên hành pháp:

1. Phải chấp thuận Báo Cáo hoặc Khiếu Nại về hành vi sai trái của nhân viên/cảnh sát viên từ bất cứ người nào, bao gồm cả các nguồn nặc danh, vào bất cứ thời điểm nào.
2. Phải chấp thuận khiếu nại bất kể tuổi tác, chủng tộc, sắc tộc, tôn giáo, giới tính, khuynh hướng tình dục, tình trạng khuyết tật hoặc tình trạng nhập cư của bên khiếu nại.
3. Khiếu nại của quý vị sẽ được gửi đến một sĩ quan cấp cao hoặc một nhân viên nội vụ được đào tạo đặc biệt. Họ sẽ tiến hành một cuộc điều tra kỹ lưỡng và khách quan.
4. Quý vị có thể được yêu cầu hỗ trợ cuộc điều tra bằng cách đưa ra lời khai chi tiết về sự việc đã xảy ra hoặc cung cấp các thông tin hay tài liệu quan trọng khác.
5. Tất cả các khiếu nại về nhân viên hành pháp đều được điều tra kỹ lưỡng. Quý vị sẽ được thông báo thường xuyên về tình trạng của cuộc điều tra và kết quả điều tra cuối cùng nếu quý vị yêu cầu và nếu quý vị cung cấp thông tin liên hệ. Thông tin về hình thức kỷ luật chính xác được áp dụng sẽ được giữ bí mật, nhưng quý vị sẽ được thông báo về kết quả cuối cùng, bao gồm:
 - a. Được xác nhận: Một chứng cứ hiển nhiên thể hiện rằng một cảnh sát viên đã vi phạm bất kỳ điều luật; quy định; chỉ thị; hướng dẫn, chính sách hoặc quy trình nào do Bộ Trưởng Tư Pháp hoặc Công Tố Viên của Quận ban hành; quy trình của cơ quan; quy trình điều hành thường trực; quy tắc; hoặc nội dung đào tạo.
 - b. Không có căn cứ: Một chứng cứ hiển nhiên thể hiện rằng thực tế đã không xảy ra hành vi sai trái như cáo buộc.
 - c. Miễn tội: Một chứng cứ hiển nhiên thể hiện rằng hành động bị cáo buộc đã xảy ra nhưng không vi phạm bất kỳ điều luật; quy định; chỉ thị; hướng dẫn, chính sách hoặc quy trình nào do Bộ Trưởng Tư Pháp hoặc Công Tố Viên của Quận ban hành; quy trình của cơ quan; quy trình điều hành thường trực; quy tắc; hoặc nội dung đào tạo.
 - d. Không được xác nhận: Cuộc điều tra không tìm ra đủ bằng chứng để chứng minh hoặc bác bỏ cáo buộc này một cách rõ ràng.
6. Nếu cuộc điều tra của chúng tôi thể hiện rằng một hành vi phạm tội có thể đã được thực hiện, chúng tôi sẽ thông báo cho công tố viên của quận. Quý vị có thể được yêu cầu làm chứng trước tòa.
7. Nếu kết quả điều tra của chúng tôi chỉ ra rằng một cảnh sát viên bị buộc tội vi phạm quy định của sở, quý vị có thể được yêu cầu làm chứng trong phiên điều trần của sở cảnh sát.
8. Nếu cuộc điều tra của chúng tôi chỉ ra rằng khiếu nại không có căn cứ hoặc cảnh sát viên đã hành động đúng mực, vụ việc sẽ được khép lại.
9. Các cuộc điều tra những vấn đề nội bộ đều được giữ bí mật và tất cả các phiên điều trần kỷ luật sẽ không mở cửa cho công chúng trừ khi bị cáo cảnh sát viên yêu cầu một phiên điều trần mở.
10. Quý vị có thể gọi điện cho (INTERNAL AFFAIRS INVESTIGATOR) theo số (PHONE NUMBER) để cung cấp thêm bất kỳ thông tin nào hoặc nếu có bất kỳ thắc mắc nào về vụ việc.

Attachment C

Appendix B

Department/Agency _____ IA Case Number _____

INTERNAL AFFAIRS REPORT FORM		
Person Making Report (Optional, But Helpful)		
Full Name _____	Phone _____	<small>Preferred?</small> <input type="checkbox"/>
Address _____	Email _____	<input type="checkbox"/>
City, State _____	DOB _____	
Officer(s) Subject to Allegation (Provide Whatever Info Is Known)		
Officer(s) _____	Badge No. _____	
Incident Site _____	Date/Time _____	
<p>In the space below, describe the type of incident (traffic stop, street encounter) and any information about the alleged conduct. If you cannot fit your response below, feel free to use extra pages and attach them to this document. If you do not know the officer's name or badge number, provide any other identifying information.</p>		
Other Information		
How was this reported? <input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Letter <input type="checkbox"/> Email <input type="checkbox"/> Other _____		
Any physical evidence submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: _____		
Was incident previously reported? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: _____		
To Be Completed by Officers Receiving Report		
_____ Officer Receiving Complaint	_____ Badge No.	_____ Date/Time
_____ Supervisor Reviewing Complaint	_____ Badge No.	_____ Date/Time

FORMULARIO DE INFORME DE ASUNTOS INTERNOS

Persona que realiza el informe (opcional, pero ayuda)

Nombre completo _____	Teléfono _____ ¿Preferencia? <input type="checkbox"/>
Domicilio (No. de apartamento) _____	Correo electrónico _____ <input type="checkbox"/>
Ciudad, estado, código postal _____	Fecha de nacimiento _____

Oficial(es) acusado(s) (brinde toda la información que sepa)

Nombre de el/los oficial(es) _____	N.º de placa _____
Ubicación del incidente _____	Fecha/hora _____

En el siguiente espacio, describa el tipo de incidente (parada vehicular, encuentro en la calle) y cualquier información sobre la conducta alegada. Si no alcanza el espacio, puede agregar más páginas y adjuntarlas a este documento. Si no conoce el nombre o número de placa del oficial, brinde cualquier información que lo pueda identificar.

Otra información

¿Cómo se realizó el informe?
 En persona
 Por teléfono
 Por carta
 Por correo electrónico
 Otro _____

¿Se ha presentado evidencia física?
 Sí
 No
 En caso afirmativo, describa: _____

¿Se había informado este incidente anteriormente?
 Sí
 No
 En caso afirmativo, describa: _____

Para que complete el oficial que recibe el informe

Oficial que toma la denuncia	N.º de placa	Fecha/hora
Supervisor que revisa la denuncia	N.º de placa	Fecha/hora

نموذج بلاغ للشؤون الداخلية

الشخص الذي كتب التقرير (اختياري، ولكن مفيد)

مفضل؟

الاسم بالكامل _____ الهاتف _____

العنوان (شقة #) _____ البريد الإلكتروني _____

_____ تاريخ الميلاد _____ المدينة، الولاية،
الرمز البريدي

الضابط (الضباط) موضوع الادعاء (قدم أي معلومات معروفة)

اسم الضابط (الضباط) _____ رقم الشارة _____

موقع الحادث _____ التاريخ/التوقيت _____

في المساحة أدناه، اذكر نوع الحادث، (توقف حركة المرور، مواجهة الشوارع) وأي معلومات حول السلوك المزعوم. إذا لم تتمكن من إيجاد إجابتك أدناه، فلا تتردد في استخدام صفحات إضافية ورفاقها في هذا المستند. إذا كنت لا تعرف اسم الضابط أو رقم الشارة، قدم أي معلومات تعريف أخرى.

معلومات أخرى

كيف تم الإبلاغ عن هذا؟ شخصيًا عن طريق الهاتف بخطاب بالبريد الإلكتروني أخرى _____

أي أدلة مادية مقدمة؟ نعم لا إذا كانت الإجابة "نعم"، يرجى الوصف: _____

هل تم الإبلاغ في السابق عن الحادث؟ نعم لا إذا كانت الإجابة "نعم"، يرجى الوصف: _____

يتم تعبئته من قبل الضباط المتلقين للبلاغ

الضابط المستلقي للشكوى _____ رقم الشارة _____ التاريخ/التوقيت _____

المشرف الذي راجع الشكوى _____ رقم الشارة _____ التاريخ/التوقيت _____

部门/机构 _____

IA 案件编号 _____

内部事务举报表

举报人 (选填, 但为有用信息)

全名 _____	电话 _____	首选? <input type="checkbox"/>
地址 (公寓编号) _____	电子邮箱 _____	<input type="checkbox"/>
市、州、邮编 _____	出生日期 _____	

受指控之官员 (提供任何已知信息)

官员姓名 _____	工牌编号 _____
事件地点 _____	日期/时间 _____

在下方空白处详述事件的类型 (交通中断、街头遭遇) 以及关于所指控之行为的任何信息。如果下方空白处的空间不够, 您可以另附纸页来书写您的答案。如果您不知道官员的姓名或工牌编号, 请提供任何其他身份识别信息。

其他信息

举报是如何进行的? 当面 通过电话 通过信函 通过电子邮件 其他 _____

是否提交了任何物证? 是 否 如果是, 请详述: _____

之前是否举报过该事件? 是 否 如果是, 请详述: _____

由接收举报的官员填写

接收投诉的官员 _____	工牌编号 _____	日期/时间 _____
复核投诉的主管 _____	工牌编号 _____	日期/时间 _____

FÒMILÈ POU RAPÒ SOU ZAFÈ ENTÈN

Moun k ap pare rapò a (Fakiltatif, men li itil)

Non konplè _____	Telefòn _____ Preferans? <input type="checkbox"/>
Adrès (Nimewo Apatman) _____	Adrès elektwonnik _____ <input type="checkbox"/>
Vil, Eta, Kòd Postal _____	Dat nesans _____

Ajan ki ankòz nan deklarasyon an (yo) (Bay tout enfòmasyon ou konnen)

Non Ajan an (yo) _____	Nimewo ekison _____
Kote ensidan an pase _____	Dat/Lè _____

Nan espas pi ba la a, dekri ki kalite ensidan ki te rive (panno estòp nan lari, kwaze nan kafou) epi bay tout enfòmasyon ou genyen sou zak lòt moun lan fè a. Si ou pa rive jwenn repons ou pi ba la a, ou mèt sèvi avèk paj siplemantè epi tache yo ak dokiman sa a. Si ou pa konnen non Ajan an, ni nimewo ekison li, bay nenpòt ki lòt enfòmasyon ou genyen pou idantifye li.

Lòt enfòmasyon

Kouman rapò a te fèt?
 Prezante an pèsonn
 Nan telefòn
 Nan lèt
 Nan kourye elektwonnik
 Lòt jan _____

Èske ou te remèt okenn prèv materyèl?
 Wi
 Non
 Si ou di Wi, esplike: _____

Èske ensidan an te rapòte anvan sa?
 Wi
 Non
 Si ou di Wi, esplike: _____

Kite plas anba la a pou Ajan k ap resevwa rapò a

Ajan k ap resevwa plent lan	Nimewo ekison	Dat/Lè
Sipèvizè k ap resevwa plent lan	Nimewo ekison	Dat/Lè

आंतरिक मामलों को रिपोर्ट करने के लिए फार्म		
रिपोर्ट करने वाला व्यक्ति (वैकल्पिक, लेकिन सहायक)		
पूरा नाम _____	फोन _____	पसंदीदा? <input type="checkbox"/>
पता (अपार्टमेंट #) _____	ई-मेल _____	<input type="checkbox"/>
शहर, राज्य, ज़िप _____	जन्म की तारीख _____	
आरोप के अधीन अधिकारी (जो भी जानकारी है, उसे दें)		
अधिकारी(ओं) का नाम _____	बैज नंबर _____	
घटना स्थल _____	तारीख / समय _____	
<p>नीचे दिए गए स्थान में घटना का प्रकार (यातायात रोकना, सड़क मुठभेड़) और कथित आचरण के बारे में किसी भी जानकारी का वर्णन करें। आप अपनी प्रतिक्रिया देने के लिए अतिरिक्त पृष्ठों का उपयोग कर सकते हैं, और उसे इस दस्तावेज में संलग्न करें। यदि आप अधिकारी का नाम या बैज नंबर नहीं जानते हैं, तो पहचान करने के लिए कोई अन्य जानकारी प्रदान करें।</p>		
अन्य जानकारी		
<p>इसकी रपट कैसे की गई थी? <input type="checkbox"/> व्यक्तिगत रूप से <input type="checkbox"/> फोन के माध्यम से <input type="checkbox"/> पत्र के द्वारा <input type="checkbox"/> ई-मेल से <input type="checkbox"/> अन्य _____</p> <p>कोई भौतिक साक्ष्य प्रस्तुत किया? <input type="checkbox"/> हाँ <input type="checkbox"/> नहीं यदि हाँ, तो वर्णन करें: _____</p> <p>क्या घटना की रपट पहले की गई थी? <input type="checkbox"/> हाँ <input type="checkbox"/> नहीं यदि हाँ, तो वर्णन करें: _____</p>		
रपट प्राप्त करने वाले अधिकारी द्वारा पूरा किया जाएगा		
_____	_____	_____
शिकायत प्राप्त करने वाला अधिकारी	बैज नंबर	तारीख / समय
_____	_____	_____
शिकायत की समीक्षा करने वाले पर्यवेक्षक	बैज नंबर	तारीख / समय

내사 신고 양식		
신고자(선택사항, 추천)		
성명 _____	전화 _____	선호 수단 <input type="checkbox"/>
주소 (아파트 호수) _____	이메일 _____	<input type="checkbox"/>
도시, 주, 우편번호 _____	생년월일 _____	
협의 공무원 (알고 계신 정보를 제공해 주십시오)		
공무원 설명 _____	배지 번호 _____	
사건 장소 _____	일자/시간 _____	
<p>아래 칸에 사건 유형(정차 요구, 길거리 단속) 및 주장 행위에 관한 모든 정보를 설명해 주십시오. 아래 질문에 해당하지 않는 내용은 추가 페이지를 이용하여 작성하시고 본 문서에 첨부해 주십시오. 공무원의 이름이나 배지 번호를 알지 못하는 경우, 신원을 파악할 수 있는 기타 정보를 제공해 주십시오.</p>		
기타 정보		
신고 방식 <input type="checkbox"/> 방문 <input type="checkbox"/> 전화 <input type="checkbox"/> 서면 <input type="checkbox"/> 이메일 <input type="checkbox"/> 기타 _____		
제출한 물리적 증거물 <input type="checkbox"/> 있음 <input type="checkbox"/> 없음 '있음'인 경우, 작성해 주십시오: _____		
이전에 신고된 적 있는 사건입니까? <input type="checkbox"/> 있음 <input type="checkbox"/> 없음 '있음'인 경우, 작성해 주십시오: _____		
신고 접수 공무원 작성란		
_____	_____	_____
불만 접수 공무원	배지 번호	일자/시간
_____	_____	_____
불만 검토 감독자	배지 번호	일자/시간

FORMULARZ SPRAWOZDANIA DOTYCZĄCEGO SPRAW WEWNĘTRZNYCH**Osoba sporządzająca sprawozdanie (opcjonalne, ale pomocne)**

Imię i nazwisko _____ Nr telefonu _____ Preferowany sposób kontaktu?

Adres (nr mieszkania) _____ E-mail _____

Miasto, Stan, Kod pocztowy _____ Data urodzenia _____

Funkcjonariusz(e) podlegający zarzutom (należy podać wszelkie znane informacje)

Imię i nazwisko funkcjonariusza _____ Numer odznaki _____

Miejsce zdarzenia _____ Data/godzina _____

W poniższym polu należy opisać rodzaj zdarzenia (postój, spotkanie na ulicy) oraz wszelkie informacje o domniemanym zachowaniu. Jeśli poniższe pole nie jest wystarczające, można skorzystać z dodatkowych kartek i dołączyć je do niniejszego dokumentu. Jeśli nazwisko lub numer odznaki funkcjonariusza nie jest znane, należy podać inne dane identyfikacyjne.

Pozostałe informacje**W jaki sposób zostało to zgłoszone?**

Osobiście Telefonicznie Listownie Przez e-mail Inaczej _____

Czy przedstawiono jakieś dowody materialne?

Tak Nie Proszę opisać (w przypadku odpowiedzi pozytywnej): _____

Czy zdarzenie było wcześniej zgłoszone?

Tak Nie Proszę opisać (w przypadku odpowiedzi pozytywnej): _____

Wypełnienia funkcjonariusz przyjmujący sprawozdanie

Funkcjonariusz przyjmujący skargę _____ Nr odznaki _____ Data/godzina _____

Przełożony rozpatrujący skargę _____ Nr odznaki _____ Data/godzina _____

FORMULÁRIO DE DENÚNCIA DE ASSUNTOS INTERNOS**Pessoa que faz a denúncia** (Opcional, mas útil)

Nome completo _____	Telefone _____	Preferido? <input type="checkbox"/>
Endereço (nº apto) _____	E-mail _____	<input type="checkbox"/>
Cidade, Estado, CEP _____	Data de nascimento _____	

Oficial(is) sujeito(s) à alegação (Forneça as informações conhecidas)

Nome(s) do(s) oficial(is) _____	Distintivo nº _____
Local do incidente _____	Data/hora _____

No espaço abaixo, descreva o tipo de incidente (parada de trânsito, encontro na rua) e qualquer informação sobre a suposta conduta. Se a sua resposta não couber abaixo, fique à vontade para usar páginas extras e anexá-las a este documento. Se você não souber o nome do oficial ou o número do distintivo, forneça outras informações de identificação.

Outras informações

Como isso foi denunciado? Pessoalmente Por telefone Por carta Por e-mail Outro _____

Alguma evidência física apresentada? Sim Não Se sim, descreva: _____

O incidente foi denunciado anteriormente? Sim Não Se sim, descreva: _____

A ser preenchido pelos oficiais que recebem a denúncia

_____	_____	_____
Oficial que recebe a reclamação	Distintivo nº	Data/Hora
_____	_____	_____
Supervisor que analisa a reclamação	Distintivo nº	Data/Hora

FORM NG ULAT NG MGA GAWAING PANLOOB		
Taong Gumagawa ng Ulat (Opsiyonal, Pero Nakakatulong)		
Buong Pangalan _____	Telepono _____	Mag Gusto? <input type="checkbox"/>
Tirahan (Apt #) _____	Email _____	<input type="checkbox"/>
Lungsod, Estado, Zip _____	Petsa ng Kapanganakan _____	
(Mga) Opisyal na Sumasailim sa Alegasyon (Ibigay ang Anumang Alam na Impormasyon)		
Pangalan ng (mga) Opisyal _____	Numero ng Tsapa _____	
Lokasyon ng Insidente _____	Petsa/Oras _____	
<p>Sa espasyo sa ibaba, ilarawan ang uri ng insidente (engkuwentro sa hintuan ng trapiko, kalye) at anumang impormasyon tungkol sa ibinibintang na pagkilos. Kung hindi mo mapagkasya ang iyong sagot sa ibaba, huwag mag-atubiling gumamit ng mga ekstrang pahina at ilakip ang mga ito sa dokumentong ito. Kung hindi mo alam ang pangalan o numero ng tsapa ng opisyal, ibigay ang anumang ibang nagpapakilalang impormasyon.</p>		
Ibang Impormasyon		
Paano ito iniulat? <input type="checkbox"/> Nang Personal <input type="checkbox"/> Sa Telepono <input type="checkbox"/> Sa Liham <input type="checkbox"/> Sa Email <input type="checkbox"/> Iba _____		
May pisikal na ebidensiyang isinumite? <input type="checkbox"/> Oo <input type="checkbox"/> Hindi Kung oo, ilarawan: _____		
Naiulat na ba dati ang insidente? <input type="checkbox"/> Oo <input type="checkbox"/> Hindi Kung oo, ilarawan: _____		
Upang Kumpletuhin ng mga Opisyal na Tumatanggap ng Ulat		
Opisyal na Tumatanggap ng Reklamo _____	Numero ng Tsapa _____	Petsa/Oras _____
Superbisor na Nagsusuri ng Reklamo _____	Numero ng Tsapa _____	Petsa/Oras _____

MẪU BÁO CÁO SỰ VIỆC NỘI BỘ**Người Lập Báo Cáo (Không Bắt Buộc Nhưng Hữu Ích)**

Họ Tên _____	Điện Thoại _____	Ưu Tiên Liên Hệ? <input type="checkbox"/>
Địa Chỉ (Số căn hộ) _____	Email _____	<input type="checkbox"/>
Thành Phố, Tiểu Bang, Số Bưu Chính _____	Ngày Sinh _____	

(Các) Cảnh Sát Bị Cáo Buộc (Cung Cấp Bất Kỳ Thông Tin Nào Đã Biết)

Tên (Các) Cảnh Sát _____	Số Phù Hiệu _____
Địa Điểm Xây Ra Vụ Việc _____	Ngày/Giờ _____

Trong khoảng trống bên dưới, hãy mô tả loại sự việc (cảnh sát yêu cầu dừng xe, gặp trên đường) và bất kỳ thông tin nào về hành vi bị cáo buộc. Nếu khoảng trống bên dưới không đủ để quý vị viết câu trả lời, vui lòng viết vào giấy bổ sung và đính kèm vào tài liệu này. Nếu quý vị không biết tên và số phù hiệu của cảnh sát viên, vui lòng cung cấp bất kỳ thông tin nhận dạng nào khác.

Các Thông Tin Khác**Thông tin được báo cáo bằng cách nào?**

Trực Tiếp Qua Điện Thoại Qua Thư Qua Email Khác _____

Có bất kỳ bằng chứng thực tế nào được nộp không?

Có Không Nếu có, vui lòng mô tả: _____

Trước đây vụ việc này có được báo cáo không?

Có Không Nếu có, vui lòng mô tả: _____

Phần Dành Cho Cảnh Sát Viên Nhận Báo Cáo Điền Vào

_____	Số Phù Hiệu _____	Ngày/Giờ _____
Cảnh Sát Viên Nhận Khiếu Nại		
_____	Số Phù Hiệu _____	Ngày/Giờ _____
Giám Sát Viên Xem Xét Khiếu Nại		

Attachment D

Immediate Suspension Notice

TO: _____ Date & Time: _____
(Name & Rank of Officer)

TAKE NOTICE that you are suspended from duty effective immediately for the following reason:

- _____ You are unfit for duty
- _____ You are a hazard to other persons if permitted to remain on the job
- _____ An immediate suspension is necessary to maintain safety, health, order or effective direction of public services; or
- _____ You have been formally charged with a first, second or third degree crime.
- _____ You have been formally charged with a first, second, third or fourth degree crime while on-duty, or the criminal act is directly related to your employment.

The facts in support of the above reason are:

Supervisor making suspension (Signature)

I hereby acknowledge receipt of this notice.

Signature: _____ Date: _____

Attachment E

Administrative Investigation Only

I/A Case No.:

1. I am being questioned as part of an investigation by this agency into potential violations of department rules and regulations, or for my fitness for duty. This investigation concerns

2. This is an administrative investigation. I will be asked questions specifically, narrowly and directly related to the performance of my official duties, or for not answering truthfully.
3. I may be subject to departmental discipline for refusing to answer a question directly related to the performance of my duties, or for not answering truthfully.
4. I have the right to consult with a representative of my collective bargaining unit, or another representative of my choice, and have my representative present during the interview.
5. I acknowledge that this investigation is confidential, and I am hereby ordered not to disclose any information discussed during this interview.

Name (printed)

Signature: _____

Date: _____ Time: _____

Witnessed by: _____

Attachment F

Use Immunity Grant Advisement Form

“Garrity Warning”

I/A Case No.: _____

1. I am being questioned as part of an investigation by this agency into potential violations of department rules and regulations, or for my fitness for duty. This investigation concerns _____
_____.
2. I have invoked my *Miranda Rights* on the grounds that I might incriminate myself in a criminal matter.
3. I have been granted use immunity. No answer given by me, nor evidence derived from the answer, may be used against me in any criminal proceeding, except for perjury or false swearing.
4. I understand that I must now answer questions specifically directed and narrowly related to the performance of my official duties or my fitness for office.
5. If I refuse to answer, I may be subject to discipline for that refusal which can result in my dismissal from this agency.
6. Anything I say may be used against me in any subsequent department charges.
7. I have the Right to consult with a representative of my collective bargaining unit, or another representative of my choice and have that representative present during the interview.

Assistant Prosecutor or Attorney General authorizing: _____

Name (printed)

Signature: _____

Date: _____ Time: _____

Location: _____

Witnessed by: _____

PD I/A 10

Attachment G

Witness Acknowledgement Form

I/A Case No.:

1. I acknowledge that I have been informed that I am a witness in an Internal Investigation.
This Investigation concerns:
2. I acknowledge my responsibility to answer truthfully all questions specifically related to the performance of my official duties.
3. I acknowledge that this investigation is confidential, and I am hereby ordered not to disclose any information discussed during this interview.

Name (printed)

Signature: _____

Date: _____ Time: _____

Witnessed by: _____

PD I/A 09

Attachment H

BRIDGEWATER TOWNSHIP POLICE DEPARTMENT

Preliminary Notice of Disciplinary Action

Pursuant to N.J.S.A. 40A:14-147, if the police officer requests a hearing, such hearing shall be not less than 10 nor more than 30 days from date of service of this notice unless such time requirements are waived by the parties.

FROM	Employing Agency Name	Address & Phone Number	Case ID #
TO	Employee Name	Title	Date

You are hereby notified that the following charge(s) have been made against you (if necessary, use additional sheets and attach).

Charges: <i>If checked, charges are continued on attached page.</i> <input type="checkbox"/>	Incident(s) giving rise to the charge(s) and the date(s) on which it/they occurred <i>If checked, incidents are continued on attached page.</i> <input type="checkbox"/>
---	---

You are hereby suspended effective _____
(Check box to indicate if the employee is suspended pending final disposition of the matter)

You must enter a plea of guilty or not guilty, in writing, on or before _____

You may waive your right to a hearing. If you request a hearing it will be held on _____

At (time) _____ at (place of hearing) _____

The following disciplinary action may be taken against you:

- Suspension for _____ working days, beginning _____ and ending _____
- Indefinite suspension pending criminal charges effective (date) _____
- Removal, effective (date) _____
- Demotion to position of _____ effective (date) _____
- Resignation not in good standing, effective (date) _____ Other Disciplinary Action _____
- Fine _____ which is equal to _____ (number of working days)

Appointing authority or authorized agent's signature and title.

Signature _____ Title _____

This form must be personally served on the employee or sent by certified or registered mail.

Certified or Registered Mail Receipt number _____

Signature of Server _____ Date of person service _____

I hereby acknowledge service of the within charges

Signature _____

Print Name _____

Attachment I

**BRIDGEWATER TOWNSHIP POLICE DEPARTMENT
BARGAINING UNIT REPRESENTATION**

IA CASE # _____

I, _____, a bargaining unit representative, do hereby acknowledge my presence at the interview of _____ (the Principal). The aforementioned Principal and I have been informed of the subject matter of the interview. To the best of my knowledge, I am not involved in the subject matter of the interview. I agree that all matters discussed in this interview will remain confidential.

I have been afforded the opportunity to consult with the Principal prior to the interview. I understand that I may be present during the interview and I also understand that I shall not be permitted to answer questions for the Principal. I am, however, permitted to help clarify questions and answers and otherwise fulfill the role of a "Weingarten" representative, as long as I do not obstruct the progress of the interview.

At the end of the interview, the Principal may consult with me to clarify the issues, questions, and answers that were raised during the interview.

I acknowledge that I am responsible for maintaining the confidentiality of any information I may have regarding this internal investigation. I am not to disclose the existence or contents of this internal investigation, including any questions asked or answers given during this interview. If I am an employee, a breach of these confidentiality provisions may lead to disciplinary action up to and including termination.

Date: _____

Bargaining Unit Representative: _____

Signature: _____

Others Present: _____

