

Filing a Complaint Against a Member of the Waite Hill Police Department

Quality Services is Your Right

The public expects the members of the Waite Hill Police Department to be a step above the general public in their moral standards and behavior. Because of the complexity of police operations, rules and regulations are of the utmost importance to the accomplishment of the police department's mission.

Procedure When Filing a Complaint of Police Misconduct

Any person wishing to file a complaint against a member of the Waite Hill Police Department may lodge the initial complaint in writing, in person, or by phone to any member of the Waite Hill Police Department who will document the complaint on a departmental *Citizen Complaint Form*.

After the initial complaint is filed, a supervisor will contact the complainant to set up a time to be interviewed and given an *Employee Misconduct Complaint/Allegation Form* to be completed. Completed forms may be dropped off at the Waite Hill Police Department or mailed to the following address:

Waite Hill Police Department
Administration
7215 Eagle Rd.
Waite Hill, Ohio 44094

Upon return of the *Employee Misconduct Complaint/Allegation Form*, the person filing the complaint will be contacted and given further details on the process of investigating the employee's misconduct pertinent to their complaint. Generally, all investigations will be conducted promptly and shall be completed within fifteen (15) working days of the date the complaint was received by the department. The Chief of Police with the powers invested may grant an extension to utilize all recognized investigative methods for determining the facts surrounding the complaint. Upon completion of the investigation, the complainant will be informed of the finding and corrective measures taken.

If you have any detailed questions regarding the complaint process, please contact the Waite Hill Police Department at 440-942-5015 ext. 101 or 440-942-6279 to speak with a member of the Police Administration. Should you receive a voice message, please leave your full name, phone number, and a detailed message. A member of the Police Administration will return your phone call as soon as practically possible.