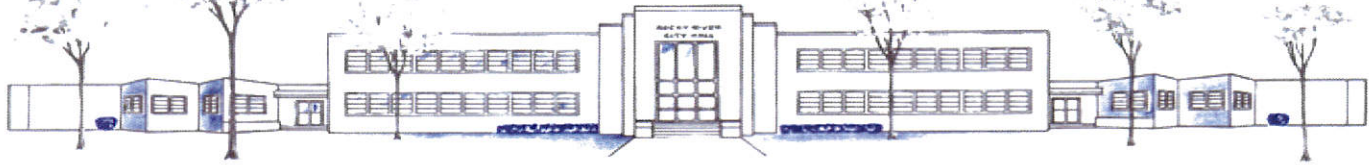


# CITY OF ROCKY RIVER



DIVISION OF POLICE  
21012 Hilliard Blvd. Rocky River, Ohio 44116

Kelly J. Stillman, Chief  
440/331-1234 Fax: 440/895-2622

## PERSONNEL COMPLAINTS

The members of the Rocky River Police Department value the support and confidence of the public in our ability to provide police services. Our efforts depend on a working partnership with the community we serve. As a result, we take seriously any allegation of misconduct or illegal activity by our personnel. When problems of this nature arise, it is our goal to resolve them quickly and courteously pursuant to Department policy and Ohio law.

A person interested in filing a personnel complaint may speak with the accused employee's immediate supervisor. A personnel complaint may be filed by completing the *Personnel Complaint Form*. Anonymous and third-party complaints will be accepted and investigated to the extent that sufficient information is provided.

Complaints will be reviewed by a Department supervisor of rank greater than the accused employee and classified in any of the following ways:

- **Informal-** The complainant is satisfied that appropriate action has been taken and wishes no further action. In the case of an informal complaint, a *Personnel Complaint Form* need not be completed. Inquiries about employee conduct or performance that, if true, do not qualify as a violation of law or Department Policy will be handled informally and not be considered a complaint. These instances include clarifications regarding policy, procedures, or the Department's response to specific incidents.
- **Formal-** A matter which requires further investigation or action. Such matters will be investigated by the immediate supervisor or referred to the Executive Staff Assistant.
- **Incomplete-** A matter in which the complaining party refuses to cooperate or becomes unavailable after diligent follow-up investigation. Such matters need not be documented as personnel complaints, but may be further investigated depending on the seriousness of the complaint and the availability of information.

Allegations of criminal misconduct will be investigated separately from an administrative investigation and the Department has the discretion to request assistance from an outside law enforcement or prosecutorial agency.

Completed investigations will be classified as follows:

- **Unfounded-** The alleged acts did not occur, did not involve Department personnel, or are frivolous.
- **Exonerated-** The alleged act occurred, but was justified, lawful, and/or proper.
- **Non-sustained-** There is insufficient evidence to sustain the complaint or fully exonerate the employee.
- **Sustained-** There is sufficient evidence to establish that the act occurred and constituted misconduct.
- **Sustained Other-** Misconduct or improper job performance not alleged in the original complaint occurred.

The Chief of Police or his or her designee will notify the complainant of the findings of the investigation within thirty days of its completion. While the complainant will be advised of the findings, he or she will not be advised of any disciplinary action taken against the employee.

If you have additional questions about this process, please ask the Officer in Charge or contact the Office of the Chief of Police at your convenience.

# ROCKY RIVER POLICE DEPARTMENT

Kelly Stillman, Chief of Police Lt. Bill Crates, Executive Staff Assistant

## Personnel Complaint Form

### COMPLAINANT

Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
Address \_\_\_\_\_ Apt. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Mobile Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Alt. Phone \_\_\_\_\_  
Email \_\_\_\_\_ @ \_\_\_\_\_

### SUBJECT(S) OF COMPLAINT Name(s), Badge Number(s), or Description(s) of accused personnel

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### WITNESSES

1. Name \_\_\_\_\_ Phone Number \_\_\_\_\_
2. Name \_\_\_\_\_ Phone Number \_\_\_\_\_
3. Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**\*\*\*Please continue with details of the complaint on the following page \*\*\***

### DEPARTMENTAL USE ONLY

Received by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Investigating Supervisor \_\_\_\_\_

This complaint was determined by the initial investigating supervisor to be

\_\_\_\_\_ Informal, no further action taken      \_\_\_\_\_ Formal      \_\_\_\_\_ Incomplete

Approved by \_\_\_\_\_ Date \_\_\_\_\_

An investigation into this complaint determined it to be

\_\_\_\_\_ Unfounded      \_\_\_\_\_ Exonerated      \_\_\_\_\_ Non-sustained      \_\_\_\_\_ Sustained      \_\_\_\_\_ Sustained, Other

Approved by Chief of Police \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\* Complainant to receive a copy of this form at the conclusion of investigation \*\*\***

**INCIDENT** Date \_\_\_\_\_ Time \_\_\_\_\_ Report/CID Number \_\_\_\_\_

Location \_\_\_\_\_

Please include details of the incident and the alleged misconduct, describe any sustained injuries, and other facts related to the incident. Do not include unsubstantiated information such as gossip or rumor. Attach additional pages as necessary, including other reports or documentation, photographs, medical records, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I hereby request the Rocky River Police Department investigate the conduct alleged in this complaint and take appropriate action as authorized by department policy and law.**

**I hereby state under penalty of Perjury (Revised Code 2921.11) that I am the complainant in this complaint, that I have prepared, read, and fully understand all matters set forth in this complaint, that this may result in an official investigation, and the information provided is true and complete to my knowledge.**

**I understand that filing a false report of misconduct against a Peace Officer is in violation of section 2921.15 of the Ohio Revised Code, a misdemeanor of the first degree.**

\_\_\_\_\_  
Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

Complaint received by and signed in the presence of

\_\_\_\_\_  
Department Personnel Accepting Complaint \_\_\_\_\_ Date \_\_\_\_\_

**OR, if this complaint is not filed in person, it must be witnessed and sworn before a Notary Public**

SUBSCRIBED & SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public for the State of \_\_\_\_\_, County of \_\_\_\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Signature



## **MISSION STATEMENT**

The mission of the Rocky River Police Department is to prevent crime, enforce the law, and support quality public safety by delivering respectful, professional, and dependable police services.

Preventing crime includes everything from strengthening neighborhoods and families to using crime data to identify patterns and suspects.

Enforcing the law includes not just the measures of arrest and warnings but also educating the public about their responsibilities.

Supporting quality public service means being a full partner with other parts of the criminal justice system and assisting witnesses and crime victims throughout the process.

Delivering respectful police services means treating people the way you want to be treated. Professionalism is our hallmark and it means knowledgeable, competent, and ethical policing. Dependable means that we keep our promises and serve with courage and dedication.



## **LAW ENFORCEMENT CODE OF ETHICS**

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or abuse, and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, in dedication to my chosen profession.