



**COMPLAINT ON A REYNOLDSBURG DIVISION OF POLICE
EMPLOYEE/POLICE DEPARTMENT**

PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM

The Reynoldsburg Division of Police is charged with the responsibility to serve and protect the citizens of this community as well as those who travel through or visit our city.

If at anytime an officer, or employee of the Reynoldsburg Division of Police, takes action that you do not understand or perceive to be unfavorable, a complaint may be filed.

If you have a complaint that cannot be remedied by a police supervisor, you are asked to complete the attached forms. Please include every detail. We will keep you advised as to the progress of our investigation, but please realize these investigations do require a large portion of time to ensure that the complaint is investigated fairly.

This agency will investigate fully, and without prejudice, EVERY complaint made against an employee and will advise you of the outcome within 90 days of receiving the complaint. The attached form facilitates that promise.

It is important for you to know that an employee charged with an act that could result in disciplinary actions such as suspension, demotion, or termination will have the right to offer testimony on his or her behalf. In addition, the employee will have the opportunity to confront and question his or her accusers, as well as partake in the same legal remedies as any citizen. **Knowingly filing a false complaint is a CRIMINAL ACT subject to prosecution.**

Your suggestions, comments and/or complaints will be given full attention and you will receive notification of any final disposition.

Chief of Police

**ONCE YOU HAVE COMPLETED THIS FORM, PLEASE ASK THE OFFICER OR
EMPLOYEE TO GIVE YOU THE PRINTED RECEIPT.**



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**REYNOLDSBURG DIVISION OF POLICE
RECEIPT/ACKNOWLEDGMENT OF COMPLAINT**

_____ APPEARED AT THE REYNOLDSBURG
DIVISION OF POLICE HEADQUARTERS ON THIS _____ DAY OF
_____, 20 _____, AND FILED A WRITTEN COMPLAINT ON
_____.

**THE COMPLAINT WAS RECEIVED BY THE UNDERSIGNED SUPERVISOR AND A
COPY OF THIS FORM IS BEING FURNISHED TO THE PERSON WHO HAS
INITIATED THE COMPLAINT. THIS WILL SERVE AS WRITTEN VERIFICATION
THAT THE COMPLAINT HAS BEEN RECEIVED FOR PROCESSING BY THE
REYNOLDSBURG DIVISION OF POLICE.**

SIGNATURE OF SUPERVISOR

