

Telephone: (330) 569-3236  
Dispatch: (330) 296-5100  
Fax: (330) 569-0128



**HIRAM POLICE DEPARTMENT**  
11617 Garfield Road  
P.O. Box 65  
Hiram, Ohio 44234

Brian Gregory  
Chief of Police

**3.2018.7/B/C/D**

## **PUBLIC COMPLAINTS PROCESS**

When an individual wishes to make a complaint, the On Duty Officer will review the complaint process with them and answer any questions that they may have. This process is outlined on the Hiram Police Department Website: [www.hirampolice.org](http://www.hirampolice.org). Once the investigation is completed, the complainant(s) shall be advised of the findings and whether or not any corrective or disciplinary action resulted.

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the **Public**.

All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person (squad room, lobby or website download) or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate. Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

It is the policy of the Hiram Police Department that all allegations of employee misconduct be appropriately investigated and promptly adjudicated. All reports or accusations made against officers from all sources, shall be completely investigated in order to ensure the integrity of the Hiram Police Department and its officers. The Hiram Police Department has the responsibility to protect the rights of its officers from false allegations of misconduct. The complainant will be made aware of the following sections of the Ohio Criminal Code:

Section 2917.32 (A)(3) No person shall report to any law enforcement agency an alleged offense or other incident within its concern, knowing that such an offense did not occur.

Section 2921.13 (A) No person shall knowingly make a false statement, or knowing swear or affirm the truth of a false statement previously made when any of the following apply:

a) The statement is made with purpose to mislead a public official in performing his function.

Section 2921.15 (B) No person shall knowingly file a complaint against a peace officer that alleges that the peace officer engaged in misconduct in the performance of the officers duties if the person knows that the allegation is false.

(These crimes are misdemeanors of the first degree punishable upon conviction by a fine not more than \$1,000.00 and/or imprisonment of not more than 6 months.)

The employee conducting the investigation will provide the complainant with periodic update on the status of the investigation, as appropriate.

All complaints against Hiram Police or any of its officers, shall be completely investigated within sixty (60) days from the date of the filing of the complaint. The chief may, on case by case basis, grant an extension to this time limit, at his discretion based on extenuating circumstances. The Chief of Police or the authorized designee should ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.



3.2018.7/E

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Chief of Police

**CITIZEN COMPLAINT REPORT**

Date of Report: \_\_\_\_\_  
Nature of Complaint: \_\_\_\_\_  
Date & Time of Incident: \_\_\_\_\_  
Location of Incident: \_\_\_\_\_  
Complainant's Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address: \_\_\_\_\_

3.2018.7/E

- ❖ ORC Section 2917.32 (A)(3) No person shall report to any law enforcement agency an alleged offense or other incident within its concern, knowing that such an offense did not occur.
- ❖ ORC Section 2921.13 (A) No person shall knowingly make a false statement, or knowing swear or affirm the truth of a false statement previously made when any of the following apply:
- ❖ The statement is made with purpose to mislead a public official in performing his function.
- ❖ ORC Section 2921.15 (B) No person shall knowingly file a complaint against a peace officer that alleges that the peace officer engaged in misconduct in the performance of the officers duties if the person knows that the allegation is false.

(These crimes are misdemeanors of the first degree punishable upon conviction by a fine not more than \$1,000.00 and/or imprisonment of not more than 6 months.)

NOTE: Should any statement against a Police Employee prove to have been false or untrue, the employee has the right to file a Civil Suit against the Complainant making such statement.

I, the undersigned, swear the above to be true and correct to the best of my knowledge.

\_\_\_\_\_  
(Complainant's Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
State of Ohio  
My commission expires \_\_\_\_\_

(You may attach typed statement)

Description of Complaint: \_\_\_\_\_

Lined area for writing the description of the complaint.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_