

## Village of Lockland Police Department

### Complaint Referral

The following pages include the instructions and form to file a complaint with the Village of Lockland Police Department.

For the convenience of persons wishing to file a complaint it can be made in person, email, or phone.

When filing a complaint, it is preferred the complainant identify themselves, but the complainant can be anonymous.

All complaints will be investigated based on the information provided and in most cases a finding will be rendered in 90 days or less. Each case/complaint is unique so some complaints/investigations may take longer than 90 days.

**Please note complaints filed where there is pending litigation in the court system will be investigated but not finalized until after all court proceedings have concluded.**

A person or persons wishing to file a complaint are permitted to do so up to 30 days following the incident or conduct in question.

Complaints received after the 30-day period will be reviewed, documented, and archived for the time required by law.

**\*\*The Chief of Police will review and retain the authority to determine if a complaint filed after the 30-day time frame should be investigated.**

Persons filing a complaint must be 18 years of age or older. If under the age of 18, the complainant will need to be represented by their parent or guardian.

At the end of these documents you, the Complainant, will be asked to swear, affirm & sign that the information provided is true & accurate to the best of your knowledge. **Be aware of the following.**

**Ohio Revised Code Section 2921.15 Making false allegation of peace officer misconduct. Effective: March 22, 2001, Legislation: Senate Bill 317 - 123rd General Assembly**

**(A) As used in this section, "peace officer" has the same meaning as in section 2935.01 of the Revised Code.**

**(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 officer's duties if the person knows that the allegation is false.**

**(C) Whoever violates division (B) of this section is guilty of making a false allegation of peace officer misconduct, a misdemeanor of the first degree.**

**Village of Lockland Police Department**

**Complaint Referral**

**Complainant Information**

Date: \_\_\_\_\_

**How received:**            **In Person**            **Email**            **Phone**            **Other (Circle one)**

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Driver License or State Identification#: \_\_\_\_\_ State: \_\_\_\_\_ Year: \_\_\_\_\_

Date & Time of Incident (if known): \_\_\_\_\_

Location of Incident (if known): \_\_\_\_\_

Please provide a detailed description of the incident and complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were Lockland Police Officers present during the incident?    Yes    No    (Circle one)

Names and Badge #'s of Lockland Officer(s) (if known):

\_\_\_\_\_

\_\_\_\_\_

Is there anyone other than yourself who may be able to provide additional information relevant to this complaint?    Yes    No    (Circle one)    If yes, please provide their information below (if known)

\_\_\_\_\_

\_\_\_\_\_

**I SWEAR & AFFIRM THE INFORMATION I PROVIDED IN THIS COMPLAINT IS TRUE AND ACCURATE.**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Sworn to & subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature of officer/Notary Public: \_\_\_\_\_