

INTERNAL AFFAIRS FAQ SHEET

FAQ?

Who May Make a Complaint? Citizens and non-citizens alike may complaints of inappropriate behavior or misconducted by members of the Sea Isle City Police Department.

How do I Make a Complaint? Complaints against employees of the Sea Isle City Police Department may be initially made by phone. E-mail to any staff personnel, by letter, in person or by completing the online.

Commendation/Complaint Form. You may first contact any department supervisor, or take the complaint directly to the Police Headquarters, or the Internal Affairs Commander. Also, you can download and complete the **Administrative Complaint Form** and follow the instructions to make an inquiry or complaint about alleged misconduct by a City of Sea Isle City Police Department employee. You may also contact Captain Anthony Garreffo Internal Affairs, (609) 263-4311 ext. 2307 or email: agarreffo@police.seaislecitynj.us

Can I Make and Anonymous Complaint? All complaints whether anonymous or in person will be accepted by the department. You can use the administrative complaint form to e-mail or mail your complaint.

Can I Make a Complaint Involving an Officer From Another Jurisdiction? Your complaint will be accepted and forwarded to the law enforcement agency the officer is employed with.

What Happens Next?

- ✓ Your complaint will be sent to a superior officer or a specially trained internal affairs officer whom will conduct a thorough and objective investigation.
- ✓ You might be asked to help in the investigation by giving a detailed statement about what happened of providing other important information.
- ✓ All complaints against law enforcement officers are thoroughly investigated. You will be advised in writing of the outcome of the investigation.
- ✓ If our investigation shows that a crime might have been committed, the county prosecutor will be notified. You might be asked to testify in court.
- ✓ If our investigation results in an officer being charged with a violation of department rules, you might be asked to testify in a departmental hearing.
- ✓ All disciplinary hearings shall be closed to the public unless the defendant officer requests an open hearing.

** It is unlawful to provide information in this matter which you do not believe to be true.*

Investigations Can Have the Following Outcomes:

Unfounded: The investigation indicates the acts complained of did not involve Sea Isle City Police Personnel.

Exonerated: The investigation indicates the alleged act's did occur but were within the policies, procedures and guidelines as set forth by the Department.

Not Sustained: The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegations made.

Sustained: The investigation discloses sufficient evidence to clearly prove the allegation made in the complaint.

When a complaint against an officer is sustained, the report is sent to the Chief of Police for appropriate action. Discipline for infractions can occur in the following manner:

Training and/or counseling
Reprimand – oral/written
Suspension from duty without pay
Termination from the Department

How Do I Commend an Officer?

The Sea Isle City Police Department is committed to rewarding officers and employees for commendable actions and service. Officers make every effort to perform their duties in a competent, courteous and professional manner.

Frequently, many officers exceed the expectations of the public by providing exceptional service that surpasses the norm. If you observe an officer performing their duties in a manner that you think is exceptional and reflects favorably upon the officer and the Department, then we encourage you to take a moment and tell us about it.

Officers take great pride in being recognized by members of the public when they have performed their duties in an exceptional manner. Perhaps more importantly, officers who receive such accolades and encouragement from the citizenry recognize how their efforts are appreciated. Such an encouraging atmosphere improves officer morale and encourages all officers to work harder to improve their individual performance and the quality of the services they provide to the public.

Anyone who feels that an employee has performed his or her duties in a particularly courteous, helpful or competent manner may commend the employee by:

- Writing a letter directed to the employee, the employee's supervisor, internal affairs/professional standards, or the Chief of Police.
- Telephone the commendation directly to the employee's supervisor, internal affairs/ professional standards, or the Chief of Police.



INTERNAL AFFAIRS COMPLAINT FORM

SEA ISLE CITY POLICE DEPARTMENT				IA #:			
Name					Alias:		
Address:							
City:		State:		Zip Code:		Phone #:	
DOB:		SSN:		Age:		Sex	Race
Employer/School:						Phone:	
Address:							
City:		State:		Zip Code:		Phone #:	
INCIDENT							
Nature of Complaint:							
Complaint Against:					Badge/ID #:		
Complaint Against:					Badge/ID #:		
Date;		Time:	Date/Time Reported:		How Reported:		
Incident Location:							
Description of Incident:							
Description of Any Injuries							
Place of Treatment				Doctor's Name:		Date of Treatment: N/A	
Signature of Complainant:						Date:	
Action Taken:							
<input type="checkbox"/> No Further Action Requested By Complainant: _____ <div style="text-align: right; margin-left: 300px;">Signature and Date of Complainant</div>							
<input type="checkbox"/> Referred to Other Agency: _____ <div style="text-align: center; margin-left: 100px;">Agency Name/Representative</div>							
<input type="checkbox"/> Forwarded to Internal Affairs Unit: _____ <div style="text-align: center; margin-left: 150px;">Date Forwarded</div>							
Employee Taking Complaint:				Badge/ID#:		Date:	

CITIZEN COMPLAINT INFORMATION FORM

The members of the *Sea Isle City Police Department* are committed to providing law enforcement services that are fair, effective, and impartially applied. It is in the best interest of everyone that a complaint about the performance of an individual employee or the agency in general be resolved fairly and promptly. The *Sea Isle City Police Department* has formal procedures for investigating these complaints. These procedures ensure fairness while also protecting the rights of both citizens and employees.

- Your complaint will be sent to either a superior or specially trained internal affairs officer who will conduct a thorough and objective investigation.
- You will be asked to help in the investigation by giving a detailed statement about what happened or by providing other important information.
- All complaints against employees or the agency in general are thoroughly investigated. You will be advised in writing of the outcome of the investigation.
- If our investigation shows that a crime might have been committed, the county prosecutor will be notified. You might be asked to testify incourt.
- If our investigation results in an employee being charged with a violation of department rules, you might be asked to testify in a departmentalhearing.
- If our investigation shows that the complaint is unfounded or that the employee acted properly, the matter will be closed.
- All disciplinary hearings shall be closed to the public, unless the defendant officer requests an open hearing.

It is unlawful to provide information in a matter that you do not believe to be true.

You may elect to telephone the Internal Affairs, Captain Anthony Garreffo at 609-263-4311 extension 2307 with any additional information or questions concerning the case.