



Waldwick Police Department

Citizen Complaint Information Sheet

The members of the Waldwick Police Department are committed to providing law enforcement services that are fair, effective, and impartially applied. It is in the best interests of everyone that your complaint about the performance of an individual officer or other employee is resolved fairly and promptly. The Waldwick Police Department has formal procedures for investigating your complaint. These procedures are designed to ensure fairness and protect the rights of both citizens and law enforcement officers:

1. Reports or Complaints of officer/employee misconduct must be accepted from any person, including anonymous sources, at anytime.
2. Complaints shall be accepted regardless of age, race, ethnicity, religion, gender, sexual orientation, disability, or immigration status of the complaining party.
3. Your complaint will be sent to a superior officer or a specially trained internal affairs officer who will conduct a thorough and objective investigation.
4. You might be asked to help in the investigation by giving a detailed statement about what happened or providing other important information or documents.
5. All complaints against law enforcement officers and other staff are thoroughly investigated. You will be kept informed of the status of the investigation and its ultimate outcome, if requested, and if you provide contact information. The exact discipline imposed is confidential, but you will be advised of the ultimate finding, namely:
 - a. **Sustained:** A preponderance of the evidence shows personnel violated any law; regulation; directive, guideline, policy, or procedure issued by the Attorney General or County Prosecutor; agency protocol; standing operating procedure; rule; or training.
 - b. **Unfounded:** A preponderance of the evidence shows that the alleged misconduct did not occur.
 - c. **Exonerated:** A preponderance of the evidence shows the alleged conduct did occur, but did not violate any law; regulation; directive, guideline, policy, or procedure issued by the Attorney General or County Prosecutor; agency protocol; standing operating procedure; rule; or training.
 - d. **Not Sustained:** The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation.
6. If our investigation shows that a crime might have been committed, the Attorney General's Office might be notified, and you might be asked to testify in court.
7. If our investigation results in an employee being charged with a violation of department rules, you might be asked to testify in a departmental hearing.
8. If our investigation shows that the complaint is unfounded or that the employee acted properly, the matter will be closed.
9. Internal affairs investigations are confidential and all disciplinary hearings shall be closed to the public unless the defendant employee requests an open hearing.
10. You may call the Internal Affairs Unit at (201) 652-5700 with any additional information or any questions about the case.

Both of these documents have been translated into Arabic, Chinese, Haitian, Hindi, Korean, Polish, Portuguese, Spanish, Tagalog, and Vietnamese. The website to access these documents is: www.njoag.gov/iapp

How to return the Internal Affairs Report Form to the Waldwick Police Department:

Mail or Drop-Off: 15 E. Prospect Street, Waldwick, NJ 07463 or **Fax to:** (201) 652-7638

Waldwick Police Department Internal Affairs Report Form

Person Making Report (Optional, But Helpful)

Full Name _____ Phone _____ Preferred Communication? _____
Address _____ Email _____
City, State _____ DOB _____

Agency Personnel Subject to Allegation (Provide Whatever Info Is Known)

Employee Name(s) _____ Badge # _____

Incident Site _____ Date /Time _____

In the space below, describe the type of incident (traffic stop, street encounter) and any information about the alleged conduct. If you cannot fit your response below, feel free to use extra pages and attach them to this document. If you do not know the employee's name or badge number, provide any other identifying information.

Other Information

How was this reported? In Person Phone Letter Email Other

Any physical evidence submitted? Yes No If yes, describe: _____

Was incident previously reported? Yes No If yes, describe: _____

To Be Completed by Officers Receiving Report

Officer Receiving Complaint

Badge No.

Date/Time

Supervisor Reviewing Complaint

Badge No.

Date/Time

Agency IA Case Number _____