

LOVELAND POLICE DIVISION CITIZEN COMPLAINT FORM

We strive to provide service to our citizens in a caring and concerned manner. The citizen complaint process serves as a method to convey any complaints about the actions of Loveland Police Officers in the performance of their duties. More serious complaints might be better conveyed in writing. If so, the following is offered to facilitate your complaint:

- 1. Please complete the attached Citizen Complaint Form. Anonymous complaints are welcome, however, an adequate review and investigation of this complaint can be enhanced by providing your name and contact information.**

- 2. You may complete the form on site and provide it to a staff member in person, or**

- 3. Mail the completed form within 3 days to:**
Chief Tim Sabransky
Loveland Police Chief
126 S. Lebanon Rd.
Loveland, OH 45140

- 4. Direct any questions about the completion of this form to Captain Sean Rahe, at (513)583-3000.**

Citizen Complaints

Department Policy

It is the policy of the Loveland Police Division that all allegations of employee misconduct be appropriately investigated and promptly resolved. Additionally, the Loveland Police Division will ensure that integrity is maintained through an internal system where objectivity, fairness, and justice are ensured by intensive and impartial investigation and review to clear the innocent, expose any wrongdoing, and facilitate fair, suitable, and consistent disciplinary action. Re: Loveland Police Division Procedure Manual and Rules & Regulations.

Citizen Complaint Defined

A citizen complaint is defined as that action taken by a citizen to bring to the attention of the Loveland Police Division any police action or inaction that the citizen considers to be contrary to the law, proper procedure, good order, or in some manner prejudicial to the citizen, the Police Division, or to the community.

How to File Your Complaint

The complainant may complete the Citizen Complaint Form in writing and submit it to the Loveland Police Division Administration located at 126 S. Lebanon Road, Loveland, Ohio 45140. The complainant may also call the Loveland Police Division at (513)583-3000. The complainant should provide name, address, telephone number, the date, time, and location of the incident, officers involved, witness information, and the complete details of the complaint, if so desired, a complainant may remain anonymous. A Citizens Complaint Form will be provided for that purpose.

The Complaint Status Notification

The Loveland Police Division shall keep complainants informed concerning the status of a complaint against the Division or any of its employees by:

- Providing the complainant with a copy of the Citizen's Complaint Form as a receipt of the complaint.
- Provide periodic status reports to the complainant by the investigating supervisor. Status Reports will be documented in the investigator's report.
- Notification of the results upon conclusion of any investigation will be provided to the complainant by the investigating supervisor or in writing from the Police Chief.

Notice

ORC 2921.15 Making false allegation of peace officer misconduct.

- (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.

Effective Date: 03-22-2001

