



## **GLENARDEN POLICE DEPARTMENT**

### **COMPLAINT CONCERNING POLICE PRACTICES**

- 1. When / If a Citizen (s) come into the Police Station to file / make a complaint the following steps are required;**
  - a. State their reason (s) for filing their complaint**
  - b. Where / When did this situation occur / address and time**
  - c. What's the name of the Police Officer(s) involved**
  - d. Provide the identity of the involved Officers (badge / ID)**
  - e. List any names / address of any witnesses**
  - f. Provide them with a complaint form and explain how it needs to be completed filled out / details of events**
  - g. Advise them if this is a brutally complaint it may not be investigated unless the complaint is signed and sworn to, under penalty of perjury by the aggrieved individual, their family member, someone with firsthand knowledge**
  - h. Once the complainant has returned their form it will be assigned to the on duty Supervisor to investigate**
  - i. The investigating Supervisor will notify the complainant via phone that this matter will handle in accordance with the LEOBR**
  - j. The Supervisor shall contact and interview all involved mentioned persons associated with this complaint and get written statements**
  - k. During this investigation the Supervisor will be required to provide and keep the Chief of Police informed of his findings**
  - l. The investigating Supervisor shall ensure that his handling of this complaint is done within a timely manner (72) hours**
  - m. Upon the completion of the Supervisor's investigation, the complainant shall be notified of his findings and meet with Chief to review / approval**