



GREENVILLE POLICE DEPARTMENT

Citizen Complaint Form

Complainant's Name: (F) _____ (MI) _____ (L) _____

Address: (Street) _____

(City) _____ (State) _____

Phone: (Home) _____ (Cell) _____

Email Address: _____

Officer Name: _____ / **Badge #:** _____

Location of Incident: _____

Date of Incident: _____ Time of Incident: _____ (AM/PM)

Police Report #: (if known) _____

| Witness(s) Name: | Address: | Telephone: |
|-------------------------|-----------------|-------------------|
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| | | () - |
| | | () - |
| | | () - |

I declare that the allegations contained in this complaint are true to the best of my knowledge and belief and that the statements I have made on this document are correct. I understand, and it is my desire, that this complaint will be investigated diligently.

Complainant's Signature: _____

Receiving Officer: _____

Date Received: _____

CITIZEN COMPLAINT FORM

Departmental Policy

5-1.240: CONCLUSION OF INVESTIGATION INVOLVING DEPARTMENT MEMBER OR EMPLOYEE

All investigations of department members or employees accused of misconduct will conclude with one of the following findings:

- **Unfounded:** The investigation indicates that the act, or acts complained of, did not occur or failed to involve police personnel.
- **Exonerated:** Acts did occur but were justified, lawful, and proper.
- **Not sustained:** Investigation fails to discover sufficient evidence to clearly prove, or disprove, the allegations made in the complaint.
- **Sustained:** The investigation disclosed sufficient evidence to clearly prove the allegations made in the complaint.
- **Misconduct Not Based on Complaint-Sustained:** Substantiated misconduct, not alleged in the complaint, but disclosed by the investigation.

5-1.250 CONCLUDING ADMINISTRATIVE DUTIES - GENERAL

The general conclusions for administrative duties are as follows, pertaining to the reporting party:

- If one or more of the allegations is **sustained**, or there is **sustained-misconduct not based on the complaint**, the reporting party will be informed, and will also be informed that appropriate disciplinary action has been taken.
- When each and every allegation in a complaint is found to be either **unfounded, exonerated, or not sustained**, a letter approved and signed by the Chief of Police will be sent to the reporting party informing the complainant of the results.