

City of Canandaigua Police Department General Order

General Order: 335	Subject: Complaints / Internal Affairs
Authority: Chief Mathew A. Nielsen	Effective Date: January 1, 2009
Rescinds: All Previously Issued Directives	Revised: 3/30/09, 11/27/19, 10/06/20, 12/23/24, 5/14/25 Reviewed:

I. PURPOSE

The purpose of this order is to provide guidelines and procedures for the intake, investigation and disposition of complaints made against Police Department policies, procedures, rules or personnel.

II. POLICY

Community support for the Police Department and its mission is contingent upon citizen confidence in the integrity of the department, its policies, its rules and its employees. It is the policy of the City of Canandaigua Police Department to courteously receive and fairly investigate all complaints made against the department and the department's activities, practices and personnel. The goal of this policy shall be to correct deficiencies in policies and procedures, detect and deter misconduct, instill confidence in citizens regarding the integrity of the department and its personnel, and seek redress for false accusations made against the department and its members.

III. DEFINITIONS

- A. **Complaint:** For the purposes of this order, a complaint shall be defined as any allegation of an alleged act or omission which, if substantiated, is contrary to the General Orders, other written orders and/or verbal orders of this department or local, state or federal laws.
- B. **Subject Member:** An employee of the department who is the subject of a complaint.
- C. **Internal Affairs Officer (IAO):** The IAO for the City of Canandaigua Police Department is the Investigative / Support Division Commander. The IAO shall be responsible for the Internal Affairs function and shall report directly to the Chief of Police in all matters relating to Internal Affairs. The Chief of Police may assign any other officer or other outside agency to carry out the function of the Internal Affairs Officer as they deem fit.

IV. DUTIES AND RESPONSIBILITIES OF MEMBERS OF THE DEPARTMENT

- A. It shall be the duty and responsibility of all employees of the department to:
1. Report violations of laws, ordinances, rules, regulations, policies, procedures or orders by any other department member to their immediate sergeant or in their absence, a higher-ranking officer.
 2. Assist citizens who wish to make complaints by directing them to the appropriate sergeant or command officer.
 3. Cooperate fully and completely with all Internal Affairs investigations / complaints.
 4. Refrain from communicating with anyone regarding an Internal Affairs / complaint investigation unless specifically authorized.
 5. File a report through the chain of command to the patrol lieutenant when involved in a situation likely to generate a complaint.

V. COMPLAINT PROCEDURE

- A. Any employee below the rank of Police Sergeant who is made aware of any complaint alleging employee misconduct shall immediately notify their immediate sergeant or in their absence, a higher-ranking officer. **An Acting Sergeant (OIC) shall accept any complaint and forward it to the regularly scheduled sergeant for the shift and notify the sergeant by E Mail unless the allegation is criminal or a serious breach in the rules and regulations or General Orders. In these cases, the Chief of Police or an on-duty lieutenant shall be notified immediately.**
- B. Sergeants, the lieutenants and the Chief of Police are authorized to receive complaints from citizens or employees of the department. Additionally, the Citizen Commendation & Complaint Form is located on the City website and can be accepted by the City Manager or the City Clerk.
- C. The lieutenants or the Chief of Police shall handle complaints about a Police Sergeant.
- D. The Chief of Police shall handle complaints about the lieutenants.
- E. The Public Safety Director shall handle complaints about the Chief of Police.
- F. Any sergeant or a lieutenant who receives a complaint directly or has been summoned to receive a complaint shall:

1. Receive the complaint courteously without attempt to dissuade any person from lodging their complaint. Complaints shall be received regardless of the source:
 - a. In-person
 - b. Telephone
 - c. Letter
 - d. Anonymous
 - e. Third party
 - f. E-mail
2. If the complaint relates to a policy or a procedural issue, the sergeant or lieutenant shall explain the policy/procedure to the complainant. If after the explanation and conciliations is completed, the complainant is satisfied and the matter is resolved, the sergeant or lieutenant shall:
 - a. Notify the 911 center to start a job card for a Personnel Conduct Inquiry.
 - b. Document on the job card the name, address and phone number of the complainant.
 - c. Document in the job card narrative the nature of the complaint and how the complaint was resolved.
3. If the matter is not resolved, or if the complaint relates to other than a policy or procedural issue, the sergeant / lieutenant shall start a job card for a Personnel Conduct Inquiry and request the complainant to complete and sign a Citizen Commendation & Complaint Form. Before signing the Citizen Commendation & Complaint Form, the complainant shall be advised of the ramifications of submitting a false written statement.
4. If the complainant will not sign or refuses to complete the Citizen Commendation & Complaint Form, the sergeant / lieutenant shall complete the Citizen Commendation & Complaint Form fully detailing the circumstances of the complaint and their attempt to have the complaint form completed and signed.
5. If the complaint is regarding an officer's fitness for duty, the sergeant or lieutenant may relieve any officer from duty due to physical, psychological, or other conditions as they deem fit. In the event that an Acting Sergeant receives the complaint and believes an officer is unfit for duty, they should contact the Chief of Police or a lieutenant for guidance. If circumstances warrant, the officer's duty weapon and credentials shall be temporarily seized and placed in a secure area. Further the relieved officer will be advised and assisted in any way if counseling is needed through the City's sponsored EAP program.
6. The Citizen Commendation and Complaint Form in all cases shall immediately be forwarded to the investigative lieutenant for determination on follow-up of the complaint.

7. Complaints made by highly intoxicated complainants should be given a contact name and number of a Sergeant to contact the following day when he or she is sober. The only exception is if the highly intoxicated individual is making a claim that an officer has engaged in criminal activity or other serious breaches of General Orders and/or Rules or Regulations. The complainant should be re-interviewed at a later time when he or she is sober. Any discrepancies between the initial report, taken from the individual in a highly intoxicated state, and later, should be thoroughly noted.
- G. The Chief of Police shall be notified immediately if an employee of the department is:
1. Arrested or charged with a criminal offense.
 2. Accused or questioned regarding conduct that would constitute a crime.
 3. Temporarily relieved of duty.
 4. Involved in an action resulting in physical injury or death to another person.
 5. Accused of serious misconduct.
 6. Accused of excessive force or violating a person's civil rights.
 7. Accused of sexual harassment.
- H. The Citizen Commendation and Complaint Form shall be reviewed by the investigative lieutenant and assigned out for investigation within 48 hours. The investigative lieutenant will notify the Chief of Police of the complaint and assign investigations as follows:
1. Assign the initial investigation of minor complaints to a sergeant or other officer as appropriate, or
 2. The investigative lieutenant may complete the investigation into the complaint personally.
- I. Any formal complaint filed by an employee against another employee shall be recorded on an interdepartmental memo. The complaint memo will be submitted directly to the Chief of Police. The Chief of Police will review the complaint and may assign any officer to investigate the complaint. A sworn deposition from the complainant employee will only be requested if the circumstances warrant.

VI. DUTIES AND RESPONSIBILITIES OF THE INITIAL INVESTIGATION OFFICER

- A. It shall be the duty and responsibility of the sergeant or other designated officer to immediately initiate, conduct and document a preliminary investigation to include:
1. Interview the complainant and secure a sworn statement.
 2. Locating and documenting all available witnesses, phone numbers and addresses.
 3. Identifying of all department employees involved.
 4. Collection of any evidence pertinent to the complaint.
 5. Photographs of the scene and the complainant, as appropriate.
 6. Securing appropriate medical examination or treatment and obtaining an authorization for release of medical records, when appropriate.
 7. Neighborhood canvass.
 8. Formally request permission from a lieutenant or the Chief of Police to review of the body worn camera video of the subject officer(s) involved in the complaint.
 9. Review of any other external video captured by the external video system.
 10. Collection of relevant information to include:
 - a. All reports relating to the incident.
 - b. Officer call records or the officer's log sheet(s), if there is one.
 - c. Prior history of the complainant.

VII. DUTIES AND RESPONSIBILITIES OF THE INTERNAL AFFAIRS OFFICER (IAO)

- A. It shall be the duty and responsibility of the Internal Affairs Officer to:
1. Review and screen all initial investigations conducted by sergeants or other officers assigned to see if they meet the criteria to be deemed an Internal Affairs Investigation. Nothing contained herein prevents either lieutenant from investigating a complaint that does not rise to the threshold of an Internal Affairs Investigation. Lieutenants shall proceed with the non-internal affairs investigation in the same manner as described within this General Order.

2. The investigative lieutenant shall confer with the Chief of Police before initiating an Internal Affairs Investigation. If approval is given, the Chief of Police will assign the Internal Affairs number.
 3. Conduct the following specific types of serious complaint investigations:
 - a. Complaints alleging criminal conduct by department personnel.
 - b. Complaints alleging violations of a person's civil rights.
 - c. Complaints alleging excessive use of force.
 - d. Complaints of sexual harassment.
 - e. Allegations of a serious violation of department policy, procedure or rules.
 - f. Actions by employees that result in physical injury, serious physical injury or death of another person.
 - g. Any complaint when specifically directed by the Chief of Police
 4. Review the body worn camera video of the officer(s) at the scene of the complaint.
 5. Return the complaint, if necessary, to the appropriate sergeant or other officer for additional follow-up investigation.
 6. Initially maintain Internal Affairs Investigation records / complaints and associated reports until the matter is resolved and turned over to the Chief of Police.
 7. Report on all matters pertaining to the Internal Affairs Investigation / Complaints to the Chief of Police and forward all Internal Affairs Investigation Reports / Complaints / Counseling Memos to the Chief.
 8. The Chief of Police will notify the City Manager of all Internal Affairs Investigations.
- B. Internal Affairs Investigations are sensitive and confidential in nature.
1. No employee shall discuss or divulge any information concerning an Internal Affairs Investigation to any persons. The accused employee may discuss the investigation with their union representative or attorney.

VIII. INTERNAL INVESTIGATIVE PROCESS

- A. Upon receipt of the Citizen Commendation & Complaint Form, and any other documentation, the IAO shall:
 1. Review the Citizen Commendation & Complaint Form and the preliminary investigation for completeness.

2. Return the complaint, if necessary, to the appropriate sergeant, for follow up investigation.
 3. Conduct the Internal Affairs Investigation, if assigned, including a review of the body worn camera video of all officers at the scene of the complaint.
- B. Persons conducting Internal Affairs Investigations or other complaints should interview and depose, when applicable, the subject employee. Generally, all facts and evidence shall be gathered before the subject employee is interviewed and a preliminary decision as to the type of interview/investigation (administrative vs. criminal) is made. **If after the initial review, it is determined that criminal conduct may have occurred the Chief of Police shall be notified immediately before the Internal Affairs Investigation continues. Generally, if criminal conduct is suspected the Internal Affairs Investigation will be temporarily suspended until such time that the District Attorney and the Chief of Police confer.**
- C. **If criminal conduct is suspected, the Chief of Police may request that the criminal investigation be completed by an outside agency such as the Ontario County Sheriff's Office or New York State Police.**
- D. In the event that the complaint requires notification of the Law Enforcement Misconduct Investigation Office, the Internal Affairs Officer shall at the direction of the Chief of Police make such notify as required in accordance with General Order 336 LEMIO.
- E. Prior to being questioned, the subject employee shall be:
1. Provided with a copy of their administrative rights and a written summary of the allegations per the current PBA/GBC contract. During administrative internal investigations, all employees must cooperate to the fullest. All employees are required to answer truthfully and completely. Failure to cooperate fully, deception, or hindering the investigation may result in disciplinary action including dismissal. Compelled statements or the fruits thereof cannot be used against an employee in any subsequent criminal action. The admissions obtained from compelled statements can be used to form the basis of administrative disciplinary action.
 2. Entitled to exercise their rights pursuant to the terms of the collective bargaining agreement, if applicable.
- F. The Internal Affairs Investigations or any other complaint shall be completed within (120) days of receipt of the complaint. Any extension beyond the limit must be requested in writing and approved by the Chief of Police. If after thirty days from the time the case was initiated the matter is still pending, the Chief of Police shall advise the complainant of the case status. There will however be no time frame limit for completion of the Internal Affairs Investigation if criminal conduct is alleged and an investigation is being pursued by an outside agency.

IX. CONCLUSION OF INTERNAL AFFAIRS INVESTIGATIONS / COMPLAINTS

- A. Upon completion of an Internal Affairs Investigation / complaint, the investigating officer shall prepare an unbiased written summary containing:
1. An outline of the alleged conduct.
 2. The findings relative to the alleged actions.
 3. Specific violations of the General Orders, if any.
 4. Ancillary issues developed during the investigation.
 5. A conclusion.
- B. At the completion of the investigation by the Internal Affairs Officer, lieutenant or other officer assigned, the Chief of Police shall make a determination and proceed under GO #340 (Discipline), if applicable.
- C. Internal Affairs Investigations / complaints shall be closed in the following ways:
1. SUSTAINED- Allegations(s) are substantiated.
 2. UNFOUNDED- Allegations(s) are found false or not factual.
 3. EXONERATED- The incident occurred but the employee acted lawfully and within department policy.
 4. NOT SUSTAINED- The allegation(s) are not substantiated. No sufficient evidence was revealed to substantiate or disprove the allegation.
 5. MISCONDUCT NOT BASED ON COMPLAINT- Substantiated misconduct was found which was other than the allegation(s) identified in the original complaint.
 6. INCOMPLETE INVESTIGATION- The complainant failed to cooperate with the investigation and there is not enough evidence available to draw a fair conclusion and apply a finding.
- D. Only Internal Affairs Investigations / complaints that are sustained shall be kept within an officer's confidential Personnel file. All others will be kept in a separate secure folder.

- E. If the results of the Internal Affairs Investigation or other complaints reveals that the complainant offered a false written statement, the Chief of Police or their designee will determine if criminal charges should be filed.
 - F. At the conclusion of any formal complaint investigation and after the Chief of Police has made a final decision on the case, the complainant will be notified of the results by mail.
 - G. The Internal Affairs Investigation and/or complaints shall be kept in a Confidential Personnel Folder in a secured area in the office of the Chief of Police and will be kept at a minimum schedule as provided under LGS-1 or longer at the discretion of the Chief.
 - H. All submitted Citizen Commendation and Complaint Forms shall be assigned a tracking number and secured in the office of the Chief of Police. They will be kept as provided under schedule LGS-1 or longer at the discretion of the Chief.
- X. Nothing contained in the above General Order shall prohibit the Chief of Police from initiating or investigating any complaint or Internal Affairs Investigation.**

General Order #335

ADMINISTRATIVE WARNINGS

I wish to advise you that you are being questioned as part of an official investigation of the Canandaigua Police Department. You will be asked questions specifically directed and narrowly related to the performance of your official duties or fitness for office.

You are entitled to all the rights and privileges guaranteed by the laws and the Constitution of this state and the Constitution of the United States, including the right not to be compelled to incriminate yourself.

However, I further wish to advise you that if you refuse to testify or to answer questions relating to the performance of your official duties or fitness for duty, you will be subject to departmental charges that may result in your dismissal from the Department. If you do answer, neither your statements nor any information or evidence, which is gained by reason of such statements, can be used against you in any subsequent criminal proceeding. However, these statements may be used against you in relation to subsequent departmental charges.

Any member being questioned in respect to possible disciplinary charges shall have the right to representation by the PBA President or his designee before making any written statement. The members shall be allowed reasonable time to procure such representation.

Officer's Signature

Witness's Signature

Date: _____

Time: _____

CANANDAIGUA POLICE DEPARTMENT

CITIZEN COMMENDATION & COMPLAINT FORM



Chief Mathew A. Nielsen

Canandaigua Police Department

21 Ontario Street

Canandaigua, New York 14424

585.396.5035

Summary of Commendation or Complaint Process

- The Commendation & Complaint Form can be downloaded from the City of Canandaigua website: www.canandaiguanewyork.com or picked up at the Canandaigua Police Department, located at 21 Ontario Street, Canandaigua, New York or the City Manager or City Clerk's Office, located at 2 North Main Street, Canandaigua, New York.
- After completion of the form, it should be signed in front of a Supervisor at the Canandaigua Police Department or the City Manager or City Clerk at City Hall. If the purpose of filling out the form is for commendation purposes only, you do **not** need to have it signed in front of a representative from the city and you can either mail or drop it off at the Canandaigua Police Department.
- After your complaint has been filed, it is given a case number, assigned to an Internal Affairs Investigator, and investigated. All available witnesses will be contacted, and any physical or other relevant evidence including records, reports, recordings and computer data will be collected and reviewed. You will be personally contacted by a Lieutenant or another person designated by the Chief of Police.
- Once the investigation is completed, the investigation and its report will be forwarded to the Chief of Police for final disposition of the case. When a complaint is sustained, the Chief shall determine and administer appropriate corrective and/or disciplinary action.
- Department policy requires that the complaint investigation to be completed within 45-60 days; however, the Chief of Police can waive the time frame depending on the complexity and sensitivity of the investigation.
- After the investigation has been completed and the Chief of Police has made a final decision on the case, you will be notified of the results by mail.

Most Frequently Asked Questions

- **HOW DO I FILE A COMMENDATION OR COMPLAINT?**
We recommend you talk to us about your commendation or complaint in person. A completed commendation form can be mailed or dropped off at the Canandaigua Police Department without being signed in front of a city representative. A completed complaint form should be signed in front of a Supervisor at the Canandaigua Police Department or the City Manager or City Clerk at City Hall prior to submission. We will also accept complaints via phone or email as well.
- **WHAT IS A COMMENDATION AND COMPLAINT?**
A commendation allows a citizen to formally or informally thank a police officer or have him or her recognized for a great performance or for doing something admirable. A complaint is a belief that a member of the Canandaigua Police Department has violated a Department Rule or Procedure, a federal or state law, an ordinance of the City of Canandaigua, or dissatisfaction with a policy or procedure of the Canandaigua Police Department.
- **WHAT DOES THIS PROCESS NOT HANDLE?**
This process does not litigate or decide the outcome of any parking, traffic, criminal or non-criminal offense. These questions should be directed to the court of jurisdiction or your own legal counsel.
- **WHO CAN MAKE A COMMENDATION OR COMPLAINT?**
A commendation can be filed by anyone who wishes to recognize a police employee. A complaint can be filed by anyone who honestly believes a police employee has acted improperly.

- **WHO INVESTIGATES A CITIZEN COMPLAINT?**
Complaints of alleged misconduct are investigated by members of the Department who are certified to conduct Internal Affairs Investigations. The investigation is then reviewed by the Chief of Police and Personnel Office if needed.
- **WHAT WILL HAPPEN TO THE EMPLOYEE?**
That will depend on the results of the investigation. If the employee is found to be at fault the complaint will be **SUSTAINED** and the appropriate corrective and/or disciplinary action will be taken. If they acted properly, they will be **EXONERATED**. If the facts show that the complaint is false, the complaint will be **UNFOUNDED**. In those cases where the department is unable to determine the validity of the complaint and cannot arrive at any other conclusion, the complaint will be **NOT SUSTAINED**. If the investigation concludes that the involved employee's conduct was not misconduct but rather an issue of department service or procedure, your complaint will be satisfied as such. In cases of department service or procedure, Canandaigua Police Department will attempt to clarify or correct the issue.
- **WHAT IF MY COMPLAINT INVOLVES CRIMINAL BEHAVIOR?**
The Ontario County District Attorney's Office may be consulted on any complaint that alleges criminal behavior while the internal investigation is pending. Depending upon the nature of the criminal complaint, the Chief of Police has the discretion to involve an outside law enforcement agency to investigate.
- **WILL I BE TOLD THE RESULTS OF THE INVESTIGATION?**
YES – At the conclusion of the investigation and review by the Chief of Police, you will be notified of the results by mail.
- **CAN I GET IN TROUBLE FOR MAKING A COMPLAINT?**
NO – Every citizen has the right to file a complaint, if it is done in good faith, with an honest belief that an employee of the Canandaigua Police Department acted improperly.
- **ABOUT THE COMPLAINT FORM.**
The attached form should be used to file your complaint. You can attach as many additional pages as necessary, along with any supporting evidence you may have. After you complete the form bring it to the Canandaigua Police Department or the City Manager or City Clerk's Office, located at:

Canandaigua Police Department
Chief of Police
21 Ontario St
Canandaigua, NY 14424
585-396-5035

City of Canandaigua
City Manager / City Clerk
2 North Main St
Canandaigua, NY 14424
585-396-5000

Canandaigua Police Department Commendation / Complaint Form

21 Ontario St
Canandaigua, NY 14424
<https://www.canandaiguanewyork.gov>

<i>Office Use Only:</i>	
IA#:	_____
Initials:	_____
Date:	_ / _ / _

Instructions: If you would like to praise a Canandaigua Police Department employee, or file a complaint against a police employee, please write legibly and fill out this form. Personal information will not be disclosed to the public, unless required by law. You can submit this form by mailing or returning it to the Canandaigua Police Department at the address given at the top of this page.

I wish to file a (please check one): **Commendation** **Complaint**

If you are filing a complaint, indicate the type of complaint you wish to file (you must check one):

- Formal Complaint:** Involves a serious allegation of misconduct, and I want my complaint officially investigated, for which discipline may be imposed, if the allegation(s) are sustained.
- Informal Complaint:** Involves a minor complaint or concern, and I only want my complaint/concerns on record. I understand it will be for informational purposes only, will not be formally investigated. However, the matter will be discussed with the employee(s) involved.

Information about you

LAST NAME		FIRST NAME	MI.	DATE OF BIRTH / /
STREET ADDRESS and APT#		CITY	STATE	ZIP CODE
HOME PHONE () -	WORK PHONE () -	CELL PHONE () -		SEX <input type="radio"/> MALE <input type="radio"/> FEMALE

Are you filing this on behalf of someone else? **Yes** **No**. *If Yes, then complete this section*

WHAT IS HIS/HER LAST NAME?	FIRST NAME	AGE	SEX <input type="radio"/> MALE <input type="radio"/> FEMALE
STREET ADDRESS and APT#	CITY	STATE	ZIP CODE
WHAT IS HIS/HER RELATIONSHIP TO YOU?	HOME PHONE () -	WORK / CELL PHONE () -	

Information about the incident

LOCATION OR ADDRESS OF INCIDENT	DATE OF INCIDENT / /	TIME OF INCIDENT : AM / PM	
WITNESS LAST NAME	FIRST NAME	AGE	SEX <input type="radio"/> MALE <input type="radio"/> FEMALE
WITNESS ADDRESS	CITY	STATE	PHONE () -
NAME OR ID# OF OFFICER OR EMPLOYEE	NAME OR ID# OF OFFICER OR EMPLOYEE		

Nature of action: *Check all that apply and briefly describe what happened below (date & sign it)*

<input type="radio"/> Extremely helpful	<input type="radio"/> Excessive and/or improper use of force	<input type="radio"/> Rudeness, discourtesy, and offensive language
<input type="radio"/> Very caring / empathetic	<input type="radio"/> False arrest	<input type="radio"/> Violation of civil rights
<input type="radio"/> Professional conduct	<input type="radio"/> Unlawful search and/or seizure	<input type="radio"/> Bias-based profiling
<input type="radio"/> Did a great job	<input type="radio"/> Dishonesty and untruthfulness	<input type="radio"/> Department procedures or tactics
<input type="radio"/> Made an extra effort	<input type="radio"/> Corruption	<input type="radio"/> Other

FOR DEPARTMENT USE ONLY: To be completed by the Supervisor or Unit receiving or initiating a complaint

	CATEGORY	DESCRIPTION
<input type="radio"/>	CLASS 1	Allegations that have the potential of damaging the reputation of the Department or its personnel and generally include, but are not limited to, allegations of serious misconduct, serious violations of <i>Standards of Conduct</i> and other written directives, or criminal conduct.
<input type="radio"/>	CLASS 2	Allegations that generally include, but are not limited to, allegations of a non-serious nature and violations of <i>Standards of Conduct</i> and other written directives of a non-serious nature.
<input type="radio"/>	CLASS 3	Minor complaints by a citizen desiring to make an informal complaint against an employee of a minor nature, generally involving an employee's conduct and/or behavior.
<input type="radio"/>	CLASS 4	Minor complaints by a citizen who contacts the Department questioning or informally complaining about a procedure or tactic used by the Department or its employees.

Employee notified on
/ /

Signature of Supervisor receiving / initiating the complaint

OFFICER: _____ ID#: _____ DATE: ____/____/____

Forward this report to your Administrative Lieutenant for review

Signature of Lieutenant

OFFICER: _____ ID#: _____ DATE: ____/____/____

Forward this report to the Chief of Police

To be completed by the Internal Affairs Unit

	CASE ASSIGNED TO	DATE ASSIGNED	DATE COMPLETED
<input type="radio"/>	UNIT / SHIFT LEVEL		
<input type="radio"/>	INTERNAL AFFAIRS UNIT		
<input type="radio"/>	NO INVESTIGATION NEEDED (3 or 4 only)		
<input type="radio"/>	COMMENDATION ONLY		

To be completed by the Chief of Police

	FINDING	DATE COMPLETED
<input type="radio"/>	EXONERATED	
<input type="radio"/>	UNFOUNDED	
<input type="radio"/>	NOT SUSTAINED	
<input type="radio"/>	SUSTAINED	
<input type="radio"/>	MISCONDUCT NOT BASED ON ORIGINAL COMPLAINT	
<input type="radio"/>	COMPLAINT WITHDRAWN	
<input type="radio"/>	POLICY FAILURE	

Signature of Chief of Police

CHIEF OF POLICE: _____ DATE: ____/____/____