



INTERNAL AFFAIRS COMPLAINT FORM

SEA ISLE CITY POLICE DEPARTMENT				IA #:			
Name					Alias:		
Address:							
City:		State:		Zip Code:		Phone #:	
DOB:		SSN:		Age:		Sex	Race
Employer/School:					Phone:		
Address:							
City:		State:		Zip Code:		Phone #:	
INCIDENT							
Nature of Complaint:							
Complaint Against:					Badge/ID #:		
Complaint Against:					Badge/ID #:		
Date;	Time:	Date/Time Reported:			How Reported:		
Incident Location:							
Description of Incident:							
Description of Any Injuries							
Place of Treatment				Doctor's Name:		Date of Treatment: N/A	
Signature of Complainant:					Date:		
Action Taken:							
<input type="checkbox"/> No Further Action Requested By Complainant: _____ <div style="text-align: right;">Signature and Date of Complainant</div>							
<input type="checkbox"/> Referred to Other Agency: _____ <div style="text-align: center;">Agency Name/Representative</div>							
<input type="checkbox"/> Forwarded to Internal Affairs Unit: _____ <div style="text-align: center;">Date Forwarded</div>							
Employee Taking Complaint:				Badge/ID#:		Date:	

CITIZEN COMPLAINT INFORMATION FORM

The members of the *Sea Isle City Police Department* are committed to providing law enforcement services that are fair, effective, and impartially applied. It is in the best interest of everyone that a complaint about the performance of an individual employee or the agency in general be resolved fairly and promptly. The *Sea Isle City Police Department* has formal procedures for investigating these complaints. These procedures ensure fairness while also protecting the rights of both citizens and employees.

- Your complaint will be sent to either a superior or specially trained internal affairs officer who will conduct a thorough and objective investigation.
- You will be asked to help in the investigation by giving a detailed statement about what happened or by providing other important information.
- All complaints against employees or the agency in general are thoroughly investigated. You will be advised in writing of the outcome of the investigation.
- If our investigation shows that a crime might have been committed, the county prosecutor will be notified. You might be asked to testify in court.
- 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.
- If our investigation shows that the complaint is unfounded or that the employee acted properly, the matter will be closed.
- All disciplinary hearings shall be closed to the public, unless the defendant officer requests an open hearing.

It is unlawful to provide information in a matter that you do not believe to be true.

You may elect to telephone the Internal Affairs, Captain Anthony Garreffo at 609-263-4311 extension 2307 with any additional information or questions concerning the case.