MAULDIN POLICE DEPARTMENT INTERNAL INQUIRY FORM

Complainants Name:		
Address:		Phone #:
Case #:	Date of Incident:	
Time of incident:	Officer(s) involved:	
Witnesses:		
Witnesses:		
		-
Facts surrounding this complaint:		
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have read this statement of pages and	d it is true and correct a	s best as I can recall.
This statement is true and correct as best as I i	recall.	
This statement is true and correct as seed as 1	Court	Witnessed By:
Sworn before me this day of	20	Withessed By:
Sworn before me this day of	20	
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NOTARY PUBLIC OF SOUTH CAROLINA		
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MAULDIN POLICE DEPARTMENT CITIZEN COMPLAINT OVERVIEW

1. Complaint Filed

- Complainant is referred to the on-duty supervisor if appropriate.
- As Internal Inquiry Form is completed.
- Complainant receives a copy.
- The Administrative Officer on call is notified if required, otherwise the original form is forwarded to the Chief of Police in a sealed envelope.

2. Inquiry is Assigned and Conducted

- The Chief of Police receives the complaint and assigns it for investigation.
- Officer is notified of the inquiry unless it would compromise the inquiry.
- Complainant is notified that the complaint was received.
- Internal inquiry is conducted.
- Report summarizing the complaint, investigation, and conclusions of the inquiry is prepared.

3. File is Received and Reviewed

- The Chief of Police reviews the file.
- The Chief of Police makes a determination.
- 4. Notifications are made to all parties of the findings and decision of the Chief of Police.

5. The File is Secured

- The file is secured in the office of the Chief of Police for a minimum of five years.
- If disciplinary action is warranted, the original is placed in the members personnel file and copy is given to the member.
- The Support Commander receives and secures a copy of the findings of the internal inquiry and any disciplinary actions for the annual report.

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