

INTERNAL AFFAIRS COMPLAINT INSTRUCTIONS

The members of the Mountain Lakes Police Department are committed to providing law enforcement services that are fair, effective, and impartially applied. It is in the best interests of everyone that your complaint about the performance of an individual is resolved fairly and promptly. The police department has formal procedures for investigating your complaint. These procedures ensure fairness and protect the rights of both citizens and law enforcement officers.

- ? Your complaint will be sent to superior officer or a specially trained internal affairs officer, who will conduct a thorough and objective investigation.
- ? You might be asked to help in the investigation by giving a detailed statement about what happened or providing other important information.
- ? All complaints against law enforcement officers are thoroughly investigated. You will be advised in writing of the outcome of the investigation.
- ? If your 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 officer 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 officer 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 this matter, which you do not believe to be true.

You may call the Internal Affairs Unit at 973-34-1413 with any additional information or any questions about the case.

MOUNTAIN LAKES POLICE DEPARTMENT

INTERNAL AFFAIRS REPORT FORM

Mountain Lakes Police		ORI# NJ0142500		Internal Affairs Case #	
PERSON MAKING REPORT					
Name				Alias	
Address					
City		State		Zip	
Phone					
DOB	SSN	Age	Sex	Race	Hispanic <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer/School				Phone	
Address			City	State	Zip
INCIDENT					
Nature of Complaint					
Complaint Against (Name (s))				Badge # (s)	
Date	Time	Date/Time Reported		How Reported	
Incident Location			Dist/Area	Beat	
Description of Incident					
Description of any Injuries					
Place of Treatment		Doctor's Name		Date of Treatment	
Signature of Complainant					
Report Received by		Badge #		Date Received	
FORWARDED TO: <input type="checkbox"/> INTERNAL AFFAIRS <input type="checkbox"/> OTHER <input type="checkbox"/> OTHER					
<input type="checkbox"/> UNFOUNDED <input type="checkbox"/> SUSTAINED <input type="checkbox"/> NOT SUSTAINED <input type="checkbox"/> EXONERATED					
Comments					
Signature		Badge #		Date	