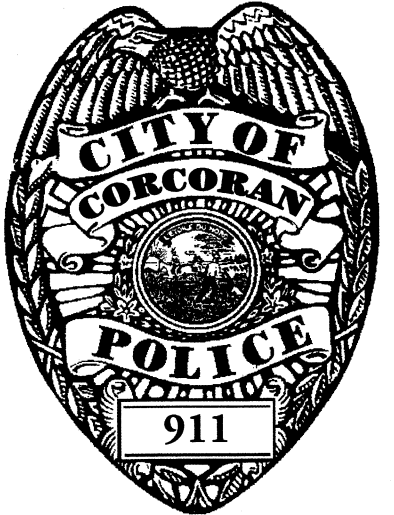


Statement Form



**OFFICER
RECOGNITION
AND
CITIZEN
COMPLAINT
PROCEDURES**

How citizens can recognize a Corcoran
Police Employee for excellent service or
file a complaint against an officer.

CORCORAN POLICE
DEPARTMENT
8200 COUNTY ROAD 116
CORCORAN, MN 55340
(763) 420-8966

Name: _____ Date: ___/___/___ Time: _____

Date of Birth: ___/___/___ Age: _____ Home Address: _____

Home Phone: _____ Work Phone: _____ Employer: _____

Work Address: _____ City: _____ State: _____ Zip: _____

I make the following free and voluntary statement to the Corcoran Police Department.

Narrative:

Attach & use additional sheets of regular paper if required

Signature: _____ Date: ___/___/___

THE IMPORTANCE OF YOUR COMPLAINT

The Corcoran Police department recognizes that its employees are responsible for their conduct where the public is concerned. The department also acknowledges that, at certain times, conflicts between citizens and agency employees can arise. It is essential to the safety of our community that the relationship between police and citizens be built on confidence and trust. Law enforcement can not be effective without this vital conviction by both entities.

Police Officers must be free to exercise their best judgement and initiate proper action in a reasonable, lawful, impartial manner, without fear of reprisal. At the same time, they must observe the rights of all people. The complaint process and appropriate disciplinary procedures not only subject agency members to corrective action when they conduct themselves improperly, the guidelines also protect them from unwarranted criticism when they discharge their duties properly.

A disagreement over the validity of a traffic citation is not a complaint. Such disagreements should be directed to the court that has jurisdiction in the matter.

The Police Department realizes that confusion, different perceptions, or the timeliness of information sometimes will result in descriptions that produce different versions of the same incident. Beyond legitimate error, however, the deliberate making of a report that the complainant knows to be false or misleading could constitute a violation of State Law.

COMPLAINT PROCEDURES

The complaint process is designed to deal with each case factually and fairly. Citizens who file complaints are treated respectfully, and their accusations are taken seriously. All complaints are investigated thoroughly, and all findings are based on impartial evidence gained during the investigation.

However, many complaints can be explained satisfactorily by a visit or telephone call to the employee's supervisors. The supervisor will talk with you about your complaint and try to resolve it.

The Chief of Police is usually available Monday through Friday, 8 a.m. - 4 p.m. to discuss your complaint about any member of the department.

There are two classes of complaints. The first and most serious are violations of a law or allegations of misconduct such as excessive force. The second level involves allegations of a less serious nature and may concern violations of department policy.

Each class of complaints may be lodged as a Formal or Informal Complaint. The Formal Complaint must be in writing and signed by the complainant. The Informal Complaint may be written or oral.

All complaints will be dealt with in the same manner. Formal Complaints will be responded to in writing once the investigation is completed.

DISPOSITIONS

All allegations of misconduct are investigated in accordance to the Minnesota Government Data Practices Act and the Minnesota Peace Officer Disciplinary Procedure. After a thorough and complete investigation, the complaint will be classified into one of the following dispositions:

Unfounded: Incident did not occur, or affected employee was not involved.

Exonerated: Incident occurred, but actions taken were lawful and proper.

Not Sustained: Insufficient evidence exists to prove the allegation.

Sustained: Evidence is sufficient to prove the allegation.

Sustained allegations could result in additional training, counseling, written reprimand, suspension or termination.

Although employees named in a complaint will at some point be required to respond to the specific allegation, they are not permitted access to cases under investigation. Complainants need not be concerned that they will be subject to retribution for legitimately starting a complaint because procedures are in place to prevent this.

Complainants who have current criminal or traffic charges pending should be aware that the internal review process deals solely with department police matters and the conduct of its employees. Regardless of the outcome of an internal investigation, existing criminal or traffic charges must be dealt with through the proper courts.

FINAL DETERMINATION ABOUT THE DISPOSITION OF ANY COMPLAINT WILL BE MADE BY THE CHIEF OF POLICE.

COMPLIMENTING AN EMPLOYEE

As we recognize that conflicts between citizens and police employees can arise, we also realize that there are times when employees go above and beyond their call of duty. Law Enforcement employees, like everyone else, appreciate it when their good deeds are noticed. Too often they are remembered for the traffic tickets they issue or the arrests they have to make, and not for the thousands of helping hands they extend.

If an Officer or Employee of the Corcoran Police Department provides services that you believe they should be commended for, please write the Chief a letter or note to that effect, giving your feelings on what the Officer or Employee has done that deserves commendation. The Chief will see that it gets to the employee and a copy is placed in the employee's personnel file. This boosts their moral and encourages them and all other Officers and Employees of the Department to be more positive about themselves and the services they provide. We are proud of the good relationship we share with the community.

CORCORAN POLICE DEPARTMENT MISSION STATEMENT

It is the mission of the Corcoran Police Department to provide a sense of security for the people by protecting life and property, enforcing laws and ordinances, and providing quality service to the community. The Department will display the highest integrity, and regard each citizen with a focused and unbiased attitude. Our citizens will determine our success.