



PARSONS POLICE DEPARTMENT

217 NORTH CENTRAL • PARSONS, KANSAS 67357

421-7062 ADMINISTRATION • 911 EMERGENCY • 421-7060 OTHER CALLS • 421-7081 FAX

Citizen Complaint Advisory & Procedures

This is the Parsons Police Department's Citizen Complaint advisory and procedure packet. This information will assist you in the proper method of filing a complaint against the department or against an officer or employee of the department.

The alleged act must have been committed while the officer or employee was employed. For acts committed outside the scope of employment, you must seek other avenues.

The attached complaint affidavit provides several spaces for you to fill in. In order for an inquiry to be conducted, specific information will be required. You may use the back of the affidavit if necessary or attach additional pages if required. You may also attach any other documents that may assist with this investigation. When you have completed filling out the complaint affidavit, the complaint affidavit must be returned to the police department and sworn to in front of a notary public.

Once the complaint is received, it will be forwarded to the immediate supervisor or office of the Chief of Police. A case number will be assigned and the complaint will be reviewed. Depending on the nature of the complaint, it may be assigned to an officer of the department for investigation or forwarded to an outside agency such as another law enforcement agency. If this is a racial profiling/bias complaint you have the option to submit to the Attorney General's Office.



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During the investigation, you may be contacted for additional information or asked to come to the police department for additional inquiry. Once the investigation is complete, you will be notified.

The disposition will fall into one of the following categories:

- **Sustained** – There is substantial evidence to prove the allegation.
- **Not Sustained** – There is insufficient evidence to prove or disprove the allegation.
- **Unfounded** – The investigation produced sufficient evidence to prove that the acts complained about did not occur as alleged
- **Exonerated** – The incident occurred but was lawful and proper.
- **Policy Failure** – The allegation is true but the member followed policy. The policy is examined and if necessary, modified.

When a finding of “sustained” is reported, the employee will be disciplined by either counseling, written reprimand, suspension, demotion, or dismissal.

A complaint affidavit may be made at any time of the day or night to any police supervisor, and depending on the circumstances, they will investigate immediately or forward to the Chief’s Office for investigation.

Your valid complaints and criticisms help us to protect the community from possible misconduct. At the same time, a thorough and impartial investigation procedure helps protect the officer from unwarranted claims when they perform their duties properly.

**PARSONS POLICE DEPARTMENT
CITIZEN COMPLAINT INFORMATION FORM**

DATE: _____ **TIME:** _____

P.P.D. CASE # (IF APPLICABLE): _____

COMPLAINANT'S NAME: _____ **DOB:** _____

HOME ADDRESS: _____

CITY: _____ **ST:** _____ **ZIP:** _____ **PHONE:** _____

EMPLOYMENT: _____ **PHONE:** _____

ADDRESS: _____ **CITY:** _____ **ST:** _____ **ZIP:** _____

OFFICER(S) INVOLVED:

DATE OCCURRED: _____ **TIME:** _____ **LOCATION:** _____

WITNESSES: _____

NATURE OF COMPLAINT:

**By signing below, I swear or affirm that the statements made by me above are true and correct.
Further, I understand that making a false writing is a crime punishable by a court of law.**

Signature of Complainant **Date**

Notary Signature **Date**

Seal:

