



SALEM POLICE DEPARTMENT

OFFICER PERFORMANCE FORM

The City of Salem Police Department does not endorse nor condone any wrongdoing against any of its citizens or any person who may have contact with the Salem Police Department. This may include, but is not restricted to: (A) The use of profane or abusive language; (B) intentionally destroying or damaging the real or personal property of the individual; and/or (C) an officer or civilian personnel exceeding his/her authority beyond any Salem Police Department rules and regulations and/or written or verbal mandates. The Salem Police Department seeks to maintain a professional law enforcement agency by providing ongoing in-service training, maintaining a fair level of discipline, and allowing equal opportunity avenues for personal advancement. This form shall state the rights and responsibilities of any person who seeks to complain against the actions of any department member.

You have the right to complain against the actions of any member of the Salem Police Department. You may request to speak with the involved officer(s) immediate supervisor, or if unavailable, you may request to speak with the Assistant Chief of Police or Chief of Police the next business day. No one will attempt to discourage you from making a complaint. If any officer or department employee seeks to discourage you from making complaint, return the next business day to report this to the Chief of Police. Each officer's name is public record, and no officer should attempt to hide or refuse to state his/her name and departmental identification number when asked.

Upon receipt of this complaint, if follow up action is required, the Chief of Police or Asst. Chief of Police will contact the complainant at a later time to continue the investigation. It will then be determined if the matter should be forwarded to the Mayor and City of Salem Board of Works, or an outside agency or entity. Regardless of whether or not follow up action is required, this complaint form will be received and recorded by the office of the Chief of Police.

As with any investigation conducted by the Salem Police Department, all complaints must be provided in writing and signed by the complainant or his/her legal representative. This not only provides the most accurate representation of your complaint, but will serve as tangible evidence in possible sanctions by the Salem Board of Works or other entity. Verbal or anonymous complaints or written complaints made by persons refusing to attest to the validity of their statement will be immediately dismissed.

Along with any complaint, there is a corresponding duty on behalf of the complainant to report truthfully the circumstances surrounding the reported incident. Any information which is reported against any department personnel which is later determined to be intentionally false shall be investigated then referred to the Washington county Prosecutor's Office for review. Civil and/or criminal charges against the complainant may result if probable cause is determined for the crime of False Reporting (I.C. 35-44.1-2-3).

I have read and understand this ADVISEMENT OF RIGHTS FORM:

Signed by Complainant: _____

Date: _____

Printed Name of Complainant: _____

PROCEDURES FOR FILING A PERFORMANCE REPORT

1. Individuals may file a report against any employees of the Salem Police Department, if in your opinion, unprofessional behavior was exhibited while said employee was performing assigned or unassigned duties.
2. The performance report form may also be used in commending an employee for the professional handling of any situation.
3. Report forms will be available from the dispatcher 24 hours a day, seven days each week, including holidays.
4. Individuals will receive a duplicate copy of the report form upon receipt by dispatch. This is free of charge.
5. Individuals have up to 30 days from the date of the incident to file a report.
6. A case number will be assigned for each report filed. This will be used as a reference for tracking and for inquiries regarding the report status.
7. If a report results in an internal investigation, officers and employees have the right to appeal the decision of the investigation to The City of Salem Board of Public Works.

In the case of a complaint, action will be initiated within 72 hours from the filing of the report. For further information, you may contact the Chief of Police or Asst. Chief of Police at 812-883-1524.

I understand the procedures outlined in filing a Salem Police Department performance form.

Signature: _____ Date: _____

Case number (if complaint): _____

Were there any witnesses to incident? _____

Name: _____ Address: _____

Phone: _____

Name: _____ Address: _____

Phone: _____

If there are witnesses, did you discuss the incident with him/her prior to making this report?

Were you arrested as a result of this incident? _____

I swear or affirm that the information I have provided in this statement is true to the best of my knowledge, information, and belief.

If the individual filing this report was not able to personally complete this form, identify the individual who rendered assistance.

Name: _____ Address: _____

Phone: _____

Signature: _____

Dispatch Signature: _____

Investigating Officer: _____

Disposition: _____
