



Ephraim City Police Department

5 South Main St. Ephraim, UT 84627

Phone: 435-283-4602 Fax: 435-283-5841 Email: police@ephraincity.org

Personnel Complaint Form

Please read the following information prior to filling out this form

Filing a Complaint:

In general, we believe a police officer's work in cooperation with citizens and that our contacts with citizens are positive. To insure that we function efficiently, while maintaining the rights of the citizens we protect, officers are trained to follow a series of Ephraim City Police Department policies and procedures and work within the guidelines of local, state, and federal laws. Because of the nature of law enforcement, we also understand that citizens on occasion may object to the police actions taken by officers, or may feel their conduct is inappropriate. Therefore, we have established procedures for citizens to report their concerns to the Ephraim City Police Department.

We consider a complaint to be an allegation from any source regarding circumstance(s) of a specific act or omission by an Ephraim City Police Department employee which, if later proven to be true, would be misconduct and would normally subject the employee to the progressive disciplinary process or a citizen's expression of dissatisfaction with an agency policy, procedure, philosophy, service level or legal standard of the Ephraim City Police Department. However, *we do not consider a disagreement over the elements of a traffic citation to be a complaint.* Any disputes over traffic citations received should be taken to the appropriate jurisdictional court for resolution.

As a citizen, you are encouraged to contact the Ephraim City Police Department if you have a complaint about the actions of a police officer or non-sworn employee if you believe their conduct was inappropriate or that they have violated the law. Although we encourage citizens to report police misconduct, complaints must be made in good faith. False or highly exaggerated complaints serve no good purpose for either the citizens or the officer and only tend to thwart our complaint investigation process. Anyone who willfully makes any false accusation for the purpose of discrediting a police officer may be prosecuted under Utah State Criminal Code 76-8-504.5 for a Class A misdemeanor.

To initiate a complaint, you may contact the Ephraim City Police Department Office- Monday through Friday, from 8:00 a.m. to 4:30 p.m., by calling 435-283-4602. You will be asked to provide a written statement on an official complaint form regarding the nature of your complaint with as much detail concerning the incident and why you believe the officer's conduct was inappropriate. The form should be filled out as completely as possible.

The Ephraim City Police Department's Office Complaint Form can be e-mailed or faxed to you, as requested, or you may access and download the form from the city website. Upon completing the form, you will be required to submit it, in person, to the Ephraim City Police Department Office as you will be **required to provide positive identification and sign, as the complainant, in front of a witness while at the police department.**

The Complaint Process:

Every official citizen complaint is reviewed by the immediate supervisor of whom the complaint is against. If the complaint is of conduct that would violate Ephraim City Police Department policies and procedures or laws, an investigation will be authorized by the Sergeant and conducted. Depending on the seriousness of the complaint, some complaints will be referred to the Lieutenant to investigate the complaint.

Substantiated: The investigation established that misconduct occurred.

Not Substantiated: The investigation failed to produce sufficient evidence to clearly prove or disprove the allegation.

Exonerated: The allegation did occur, but that it was justified, legal and proper.

Unfounded: The allegation did not occur.

Misconduct Other Than Allegation: Misconduct occurred, but was not a part of the original complaint.

Policy Review: The allegation occurred and was in compliance with Ephraim City Police Department's Policy or policy did not exist, however, it is also determined that the allegation of misconduct could have been prevented had policy been more clear or complete.

Upon the completion of the complaint, the Sergeant or Lieutenant will notify the complainant in writing, if the investigation is closed or the status of the complaint and their further right to appeal the decision to the Chief.



Ephraim City Police Department

Chief Aaron Broomhead

Case Number _____

COMPLAINT FORM

Complainant: _____ Home Phone: _____
Address: _____ Business Phone: _____
City: _____ State: _____ Zip Code: _____

Complaint/Allegation made against: _____
(Employee's Name)

Summary of the Complaint/Allegations: _____

Location of occurrence: _____

Date of occurrence: _____ Time of occurrence: _____

Witness: _____ Home Phone: _____

Address: _____ Business Phone: _____

City: _____ State: _____ Zip Code: _____

Notice: Pursuant to Section 76-8-504.5, Utah Code Annotated, 1953 as amended, you are notified that statements you are about to make may be presented to a magistrate or judge in lieu of your sworn testimony at a preliminary examination. Any false statement you make and that you do not believe to be true may subject you to criminal punishment as a Class A Misdemeanor.

Complainant's Signature: _____

Witness's Signature: _____

Received by: _____

Date: _____

Time: _____

Reviewed by: _____

Date: _____

Time: _____

