

# CONFIDENTIAL

## Cedar Rapids Police Department

## Personnel Complaint Report

**To the Complainant::**

It is essential that the entire community have confidence in its police department and the administration which supervises the exercise of authority. This requires procedures for adequate and expedient processing of allegations of misconduct by department members.

The administration recognizes that its department members are often subject to intense pressures in the discharge of their duties. The department member must remain neutral under circumstances that are likely to generate tension, excitement and emotion. In such situations, words, actions, and events frequently result in misunderstandings and confusion. It is to the advantage of the department to have a staff unit for the processing of the more serious allegations and the underlying circumstances so that complaints can be resolved, and the complicated pressures of police work can be carefully considered.

The Internal Affairs Unit has been established to serve the citizens of the community and department members with fair, impartial, expedient processing of complaints.

The complainant should be aware that a false complaint or any untrue allegation may be subject to criminal charges and/or civil recourse.

In the event you now wish to file formal charges and register your complaint, please return this form to the Commanding Officer from who it was received and he/she will assist you in its completion.

### INFORMATION FROM REPORTING PARTY (Complainant)

Name			
Date of Birth	Age	Sex	Race
Address		Home Phone	
Place of Employment		Work Phone	
Employer's Address			

### EMPLOYEE INFORMATION

Employee(s) Name	1.		PIN #
	2.		PIN #
	3.		PIN #
	4.		PIN #

### WITNESS(ES)

Name	Sex	Date of Birth	Address	Home Phone	Work Phone

### INCIDENT INFORMATION

Date of Incident	Location of Incident	Time of Incident

*Use reverse side if necessary*

Date & Time Complaint is Made	Location Complaint is Made
Interviewer's Signature	Complainant's Signature

