

INTERNAL AFFAIRS FAQ SHEET

FAQ?

Who May Make a Complaint? Citizens and non-citizens alike may make complaints of inappropriate behavior or misconduct by members of the Hamilton Township Police Department.

How do I Make a Complaint? Complaints against employees of the Hamilton Township Police Department may be initially made by phone, E-Mail to any staff personnel, by letter, in person or by completing the online [Commendation/Complaint form](#). You may first contact any department supervisor, or take the complaint directly to the Police Headquarters, or the Internal Affairs Commander. Also, you can download and complete the [Administrative Complaint Form](#) and follow the instructions to make an inquiry or complaint about alleged misconduct by a Township of Hamilton Police Department employee. You may also contact Lt. Anthony Alcott, Internal Affairs, (609) 625-2700 Ext. 531 or E-mail: aalcott@townshipofhamilton.com

Can I Make an Anonymous Complaint? All complaints whether anonymous or in person will be accepted by the department. You can use the administrative complaint form to e-mail or mail your complaint.

Can I Make a Complaint Involving an Officer From Another Jurisdiction? Your complaint will be accepted and forwarded to the law enforcement agency the officer is employed with.

What Happens Next?

√ Your complaint will be sent to a superior officer or a specially trained internal affairs officer who will conduct a thorough and objective investigation.

√ You might be asked to help in the investigation by giving a detailed statement about what happened or providing other important information.

√ All complaints against law enforcement officers are thoroughly investigated. You will be advised in writing of the outcome of the investigation.

√ If our investigation shows that a crime might have been committed, the county prosecutor will be notified. You might be asked to testify in court.

√ If our investigation results in an officer being charged with a violation of department rules, you might be asked to testify in a departmental hearing.

√ If our investigation shows that the complaint is unfounded or that the officer acted properly, the

√ All disciplinary hearings shall be closed to the public unless the defendant officer requests an open hearing.

**** It is unlawful to provide information in this matter which you do not believe to be true.***

Investigations Can Have the Following Outcomes:

Unfounded: The investigation indicates the acts complained of did not occur or did not involve Hamilton Township Police Personnel.

Exonerated: The investigation indicates the alleged act's did occur but were within the policies, procedures and guidelines as set forth by the Department.

Not Sustained: The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegations made.

Sustained: The investigation discloses sufficient evidence to clearly prove the allegation made in the complaint.

When a complaint against an officer is sustained, the report is sent to the Chief of Police for appropriate action. Discipline for infractions can occur in the following manner:

Training and/or counseling
Reprimand - oral/written
Suspension from duty without pay
Termination from the Department

How Do I Commend an Officer?

The Hamilton Township Police Department is committed to rewarding officers and employees for commendable actions and service. Officers make every effort to perform their duties in a competent, courteous and professional manner.

Frequently, many officers exceed the expectations of the public by providing exceptional service that surpasses the norm. If you observe an officer performing their duties in a manner that you think is exceptional and reflects favorably upon the officer and the Department, then we encourage you to take a moment and tell us about it.

Officers take great pride in being recognized by members of the public when they have performed their duties in an exceptional manner. Perhaps more importantly, officers who receive such accolades and encouragement from the citizenry recognize how their efforts are appreciated. Such an encouraging atmosphere improves officer morale and encourages all officers to work harder to improve their individual performance and the quality of the services they provide to the public.

Anyone who feels that an employee has performed his or her duties in a particularly courteous, helpful or competent manner may commend the employee by:

- Writing a letter directed to the employee, the employee's supervisor, internal affairs / professional standards, or the Chief of Police.
- Telephone the commendation directly to the employee's supervisor, internal affairs / professional standards, or the Chief of Police.