

## Lexington Police Department

### Citizen Complaint Process

The Lexington Police Department is very concerned about the demeanor, appearance and actions of the members of the agency. A complaint is an indication of a potential problem or misunderstanding. A complaint should be filed whenever you feel that there has been an improper action by a police employee.

#### **HOW TO FILE COMPLAINT**

Complaints will be accepted in-person, online and by phone.

- In-person complaints: Lexington Police Department (44 West Main St.) and ask to speak with Officer in Charge.
- Online: <https://lexingtonohio.us>
- By phone: Contact Lexington Police Department at 419-884-1032. Ask to speak with Chief of Police, Captain or Officer in Charge.
- Complainants will be asked to complete a Citizen Complaint form.
- Citizen Complaint forms are available online at <https://lexingtonohio.us> or that the Village of Lexington Municipal Building at 44 West Main St. Lexington, OH 44904.

#### **WHO INVESTIGATES COMPLAINTS**

Citizen complaints are investigated by a Police Supervisor. The investigator will conduct a detailed investigation of the allegations. Involved personnel and witnesses will be interviewed, and available evidence or documentation will be examined.

#### **HOW LONG DOES PROCESS TAKE**

Complaints are promptly investigated. Investigations are typically completed within thirty days after filing the complaint. You may contact Police Supervisor at 419-884-1032 to learn the status of your complaint.

#### **ANONYMOUS COMPLAINTS**

Anonymous complaints are accepted by the Police Department; however this prevents the investigator from any follow-up from the complainant.

**NOTE: It is a violation of Ohio Revised Code to knowingly file a complaint against a peace officer that alleges the peace officer engaged in misconduct in the performance of the officer's duties if the person knows the allegation is false. Making a false allegation is a misdemeanor of the first degree and is punishable by a fine up to \$1000 and by incarceration of up to 180 days. (ORC 2921.15)**

**INCIDENT INFORMATION**

Date of Incident \_\_\_\_\_ Location of Incident \_\_\_\_\_

Time of Incident \_\_\_\_\_ Nature/Type of Incident \_\_\_\_\_

Officer's Name \_\_\_\_\_ Car# \_\_\_\_\_

**COMPLAINANT INFORMATION**

Name(Last, First, MI) \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

DOB \_\_\_\_\_ SS# \_\_\_\_\_ Written Statement: Y \_\_\_ N \_\_\_ Taped Statement: Y \_\_\_ N \_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_ Phone \_\_\_\_\_

**WITNESS INFORMATION**

Witness #1 Name \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Written Statement: Y \_\_\_ N \_\_\_ Taped Statement: Y \_\_\_ N \_\_\_

Witness #2 Name \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Written Statement: Y \_\_\_ N \_\_\_ Taped Statement: Y \_\_\_ N \_\_\_

