

MESSAGE FROM THE CHIEF OF POLICE

The Lindsborg Police Department is committed to creating and maintaining a safe, secure, and enjoyable working and living environment for community members, for visitors, and for employees. We strive to provide fair, courteous, responsive, and efficient service equally to all people.

Therefore, it is the policy of the Lindsborg Police Department to accept and thoroughly investigate all complaints of alleged misconduct by any member of this department. The complaint process has two goals: to correct improper employee conduct and to protect the employee from unwarranted criticism when their actions were lawful and justified.

This letter will provide you with the necessary information to file a personal complaint with this department. You can be assured that your complaint will be given our full and complete attention.

Michael Davis
Chief of Police

SUMMARY OF THE COMPLAINT PROCESS

After your complaint has been filed, it will be reviewed and assigned to a supervisor for investigation. All available witnesses will be contacted and any physical or other relevant evidence including records, reports, recordings, and any computer data will be collected and reviewed.

Once the investigation is completed, the completed report is sent to a supervisor for review and recommendation.

The final disposition of the case is determined by the Chief of Police who will administer the appropriate action when necessary.

You will be notified by mail after the investigation is completed and the Chief has made his final decision.

FREQUENTLY ASKED QUESTIONS

How to file a complaint?

We would prefer to talk with you about your complaint in person; however, complaints will be accepted by mail, telephone or received online.

Who can make a complaint?

Anyone can file a complaint if they feel a police employee has acted improperly. If the person wishing to file a complaint is under 18 years of age, we would prefer to have a parent or guardian present. We also require the parent or guardian to sign the complaint form.

Who investigates a civilian complaint?

Complaints of alleged misconduct are generally investigated by a supervisor at the direction of the Chief of Police.

What will happen to the employee?

That will depend on the results of the investigation. If the employee is found to have acted inappropriately, the complaint will be SUSTAINED and the appropriate corrective and/or disciplinary action will be taken. If they acted properly, they will be EXONERATED. If the facts show that the complaint is false, the complaint will be UNFOUNDED. In those cases where the department is unable to determine the validity of the complaint and cannot arrive at any other conclusion, the complaint will be found NOT SUSTAINED.

Will I find out the results of the investigation and what action was taken?

You may find out the disposition of the complaint (sustained, exonerated, unfounded, not-sustained). However, the action taken against the employee is confidential and will not be disclosed.

What if my complaint involves criminal activity?

The County Attorney's Office will be consulted on any complaint which alleges criminal conduct on the part of any employee. They may conduct an independent criminal investigation while the internal investigation continues.

Who should I report the complaint to?

Complaints may be filed in person at the Public Safety Center counter, or with the employee's supervisor or may be submitted online at chief@lindsborgcity.org. You may also drop off your completed complaint form at the Public Safety Center or City Hall.

If you do not wish to file your complaint in person, you may telephone or mail your complaint to:

Lindsborg Police Department
102 S. First St., P.O. Box 70
Lindsborg, KS. 67456

Telephone: (785) 227-2988

THE COMPLAINT FORM

The complaint form is included in this file and should be used to file your complaint. You may attach as many additional pages as needed along with any supporting evidence you may have.

Please provide the original complaint document to the Lindsborg Police Department and retain a copy for your records.

LINDSBORG POLICE DEPARTMENT
102 S. First St.
LINDSBORG, KS. 67456

PHONE: 1-785-227-2988
FAX: 1-785-227-9955

COMPLAINT FORM

This form is to be used by citizens that wish to file a complaint against a member of the Lindsborg Police Department. The complainant should fill this form out completely and include all relevant information, including names, times, locations, other witnesses, etc. This form will be reviewed by the Chief of Police to determine appropriate action.

Name of Complainant: _____ Date of Birth: _____

Address: _____ Age: _____

_____ Driver's Lic. #: _____

SSN #: _____

Home Phone #: (_____) _____ Work/Cell #: (_____) _____

Nature of Complaint: _____

Date Complaint Filed: _____

Date of Incident: _____ Time Occurred: _____ AM/PM

Exact Location of Incident: _____

Name of the Officer(s) the complaint is directed at: _____

IN YOUR OWN WORD DESCRIBE THE COMPLAINT: _____

