



GOLDEN VALLEY POLICE DEPARTMENT

PERSONNEL COMPLAINT FORM

POLICY & PROCEDURES

Policy Statement

A proper relationship between the public and its police, fostered by confidence and trust, is essential if there is to be effective law enforcement

The police officer must be able to act independently and make decisions within the bounds of the authority granted to him/her. Officers must also be free to exercise their best judgment and to initiate action in a reasonable, lawful, and impartial manner without fear of reprisal while meticulously observing the rights of all people.

The police chief is responsible for providing a system of disciplinary procedures that will both subject personnel to corrective action when improper conduct is determined and also serve to vindicate personnel from unwarranted charges of criticism when duties are properly performed.

Police officers must professionally and objectively investigate all personnel complaints as expeditiously as possible in order to arrive at all the facts.

The Golden Valley Police Department's (GVPD) goal is that you will never need to use its Personnel Complaint Form.

Notice To Complainant

In completing the attached Personnel Complaint Form, you are asked to supply data that may be classified as "confidential" or "private" under Minnesota law. Your information will be used as part of the total evidence to determine if misconduct occurred and, if so, whether any disciplinary or corrective action should be taken. Your information may be used in meetings, hearings, or procedures such as grievance hearings, an arbitration process, or other appeal procedures, and you may be required to testify.

The following individuals and entities may have access to the information you provide:

- City of Golden Valley employees and officials whose work assignments reasonably require access to the information
- other persons or entities authorized by a state or federal law, or by a court order, to have access to such information
- others and the public as documentation supporting final disciplinary action (if disciplinary action is taken based on the results of this investigation)
- the subject(s) of the data
- management/administrators/supervisors whose input may be necessary in the decision making process
- exclusive representatives

- employees of the Minnesota Department of Employee Relations
- arbitrators
- state and federal courts
- state and federal human rights enforcement entities
- appropriate licensing entities and agencies
- the Re-employment Compensation Division of the Department of Economic Security
- law enforcement agencies and prosecutorial authorities
- transcription services
- individuals or entities with contracts providing access to the data
- counsel for parties to litigation pursuant to a court order

Making A Personnel Complaint

Personnel complaints are allegations of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy, federal, state, or local law.

Anyone wanting to make a personnel complaint will be directed to the lieutenant of Professional Standards Bureau or the employee's supervisor. The supervisor will meet with you to initially discuss your complaint. Sometimes issues can be resolved at this point by the supervisor, who may be able to answer your questions and concerns.

Should you request further investigation after speaking with the supervisor, or the supervisor determines further action is warranted, the supervisor will help you complete the Personnel Complaint Form (attached) and provide you with a copy of your statement.

It is not mandatory that you complete the form, speak to a supervisor, or provide

a written statement. You may submit the completed Personnel Complaint Form to the lieutenant of Professional Standards Bureau or take the form with you and mail it to the GVPD at a later time. Once the written complaint has been investigated by the lieutenant of Professional Standards Bureau, it will be forwarded to the police chief for review and final determination.

Investigation

The GVPD must follow certain procedures when investigating personnel complaints:

- The employee is notified of the impending complaint and investigation.
- The investigator contacts the complainant, all available witnesses, and involved employees.
- Taped interviews may be conducted, and the investigator will examine any relevant physical evidence and gather information
- The investigator completes pertinent to each allegation made in the complaint. Each allegation will be objectively examined on its own merit.
- The investigator completes

a comprehensive investigative report and submits it to the police chief.

A finding is made on each allegation and classified as follows:

- **Unfounded**—The alleged act(s) did not occur or did not involve department personnel.
- **Exonerated**—The alleged act(s) occurred but were justified, lawful, and/or proper.
- **Not Sustained**—There is insufficient evidence to prove or disprove the allegation.
- **Sustained**—There is sufficient evidence to establish the act(s) occurred and that it constituted misconduct.

Notification Of Findings

When the investigation is completed, complainants will be notified in writing of the disposition (finding) of the complaint. The GVPD is prohibited from disclosing what discipline (if any) was taken against the employees.

If complaint allegations are sustained, the police chief will administer appropriate disciplinary action against the employee(s), which may vary depending on the sever-

ity of the offense, the employee(s)' past performance, and other associated factors. Discipline may range from remedial training, counseling, verbal or written reprimand, suspension, demotion, termination, and or prosecution.

To comply with State Statute (insert here), the GVPD retains personnel complaints for five years. All peace officer personnel files, including personnel complaints, are

considered confidential (insert State Statute here).

Complainants who are not satisfied with the results of an investigation may contact the police chief to discuss the outcome. We may be able to provide additional information and explanation that would be helpful to you. If this does not bring you satisfaction, you may call the city manager.

Questions?

If you have additional questions regarding the personnel complaint process, call the on-duty watch commander at 763-593-8059.



Mail Completed Form To:

Police Chief Virgil Green
Golden Valley Police Department
7800 Golden Valley Rd, Golden Valley, MN 55427

