



Westfield Police Department

Citizen Complaint Information Sheet



The members of the **Westfield Police Department** are committed to providing law enforcement services that are fair, effective and impartially applied. It is in the best interest of everyone that your complaint about the performance of an individual officer is resolved fairly and promptly. The Westfield Police Department has formal procedures for investigating your complaint. These procedures ensure fairness and protect the rights of both citizens and law enforcement officers.

- 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 Union County Prosecutor's Office will be notified. You might be asked to testify in court.
- If our investigation results in an officer being charged with a violation of the Westfield Police Department's Rules and Regulations, 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 matter will be closed.
- All disciplinary hearings shall be closed to the public unless the target officer requests an open hearing.

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

You may call Lieutenant Jason Carter at 908-789-6070 or contact him via electronic mail at jcarter@wpdnj.org with any additional information or any questions about the case.



Department/Agency _____

IA Case Number _____

INTERNAL AFFAIRS REPORT FORM

Person Making Report (Optional, But Helpful)

Full Name _____

Phone _____ Preferred?

Address (Apt #) _____

Email _____

City, State, Zip _____

Date of Birth _____

Officer(s) Subject to Allegation (Provide Whatever Info Is Known)

Officer(s) Name _____

Badge No. _____

Incident Location _____

Date/Time _____

In the space below, describe the type of incident (traffic stop, street encounter) and any information about the alleged conduct. If you cannot fit your response below, feel free to use extra pages and attach them to this document. If you do not know the officer's name or badge number, provide any other identifying information.

Other Information

How was this reported? In Person By Phone By Letter By Email Other _____

Any physical evidence submitted? Yes No If yes, describe: _____

Was incident previously reported? Yes No If yes, describe: _____

To Be Completed by Officers Receiving Report

Officer Receiving Complaint

Badge No.

Date/Time

Supervisor Reviewing Complaint

Badge No.

Date/Time