



# OTTER TAIL COUNTY SHERIFF

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## INTERNAL COMPLAINT FORM (Citizen Complaint Form)

The Otter Tail County Sheriff's Office takes seriously all complaints regarding the service provided by the Office and the conduct of its members. It is the policy of this office to ensure that the community can report misconduct without concern for reprisal or retaliation.

<b>Subject of Complaint</b>							
<b>Complaint Taken By</b>							
<b>Location of Incident</b>							
<b>Date of Incident</b>		<b>Time of Incident</b>		<b>CFS</b>			
<b>How Complaint Received</b>			<b>Mail</b>		<b>Phone</b>		<b>In Person</b>
<b>Witness to Incident</b>							
<b>Witness' Address</b>							
<b>Witness' Phone Number</b>							
<b>Allegation (Use additional sheets if necessary):</b>							
<b>Name of Complainant</b>							
<b>Address of Complainant</b>							
<b>Phone Number of Complainant</b>							
<b>Date</b>		<b>Time</b>					
<b>I CERTIFY THAT THE ALLEGATIONS ARE TRUE AND CORRECT</b>							
<b>Signature of Complainant</b>							



**Allegation (Continued)**

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<b>**FOR ADMINISTRATIVE USE ONLY**</b>	
<b>Complaint Classification</b>	
<b>Personnel complaints shall be classified in one of the following categories: (OTC Policy 1008.3.1)</b>	
<b>Informal</b>	A matter in which the Shift Sergeant is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.
<b>Formal</b>	A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the Internal Affairs Unit, depending on the seriousness and complexity of the investigation.
<b>Incomplete</b>	A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Internal Affairs Unit, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

<b>Supervisor Comments:</b>			
<b>Supervisor Name</b>		<b>Date</b>	
<b>Senior Supervisor Name</b>		<b>Date</b>	

	<b>Referred to Internal Affairs Unit</b>	<b>Date Referred</b>	
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<b>Complaint Disposition</b>	
<b>Each personnel complaint shall be classified with one of the following dispositions (OTC Policy 1008.6.4)</b>	
<b>Unfounded</b>	When the investigation discloses that the alleged acts did not occur or did not involve officer members. Complaints that are determined to be frivolous will fall within the classification of unfounded.
<b>Exonerated</b>	When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.
<b>Not sustained</b>	When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.
<b>Sustained</b>	When the investigation discloses sufficient evidence that the act occurred and that it constituted misconduct.