

PUBLIC COMPLAINT PROCEDURES

It is the policy of the Park Hills Police Department that all personnel will, upon request, inform citizens of the specific procedures for registering complaints against the agency or its employees.

In order to make this type of information readily available to members of the communities we serve, this document provides the necessary steps and information pertinent to filling a complaint.

The Park Hills Police Department, as a matter of policy, does not investigate complaints concerning traffic or criminal charges when guilt or innocence is the issue in question. Additionally, we do not normally investigate unsigned complaints, third party complaints, anonymous complaints, or complaints of improper actions (whether administrative or criminal).

Should you wish to file a complaint against a Park Hills Police Employee, the following procedures will apply:

All complaints will be submitted in writing and signed by the person lodging the complaint. Remember to include dates, times and locations of the action.

The written and signed complaint should be delivered or mailed to the following:

**Park Hills Police Department
Chief Cody Stanley
1106 Amsterdam Road
Park Hills, KY 41011**

A complaint is not deemed initiated until it is received by the Chief of Police.

Persons making verbal complaints will be given opportunity to put their complaint in writing, sign and submit the written complaint to the Chief of Police.

If necessary, agency officers will assist persons making verbal complaints in order to comply with this policy.

Verbal complaints that are transcribed will be signed by the complainant, verifying the information contained within the document is correct. The complainant will receive a copy of the signed complaint.

The Chief of Police will notify the complainants in writing upon receiving the written complaint. Unless determined that such contact may compromise the investigation, the Chief of Police will notify complainants thereafter as to the status of the complaint and any ensuing investigation.