

Sheridan Police Department



CITIZEN COMPLAINTS

COMPLAINT PROCEDURE

Department Philosophy

The Sheridan Police Department is dedicated to providing the highest level of quality police service to all of Sheridan's citizens and visitors. Our police officers are carefully selected and given the best training possible in order to provide this service. Policing is a very difficult and complex job in today's society, and we realize that mistakes can be made and that actions of our personnel may fall short of expectations. The Sheridan Police Department is committed to conducting complete and impartial investigations when complaints are received concerning the actions and performance of all our personnel.

Internal Affairs

Internal affairs or Citizen Complaints are generally assigned to the supervisor of the involved Police Department employee.

Who Can Make a Complaint?

Complaints will be accepted from any person, regardless of race, religion, age or standing in a criminal case, and through any means, whether in person, by mail or by telephone.

A complaint may be anonymous but must allege definite improper action, give sufficient details to make an investigation feasible, and must be reviewed by the Chief of Police or designee for a determination as to the extent of the investigation.

In the case of a complaint from a juvenile, the complaint taker will make a preliminary review of the complaint and determine if an adult responsible for the juvenile should be notified. The presence of a responsible adult, if available, is encouraged.

The Complaint Process

1. Filing the Complaint

A complaint may be filed with the Police Department in any of the following ways:

- Go to the police building and ask to speak with a supervisor.
- Call the Sheridan Police Department at 307.672.2413, Monday through Friday, 8:30 AM to 4 PM.
- Access the Department's WEB page at www.sheridanpolice.com and access the documents link at the on the left side of the page.

Write a letter to the Chief of Police at:
Sheridan Police Department
45 W. 12th Street
Sheridan, WY 82801

An individual filing a complaint may bring a family member, friend or lawyer when the complaint is filed. Filing an Internal Affairs complaint will not prevent the filing of a claim against the City or pursuing any other available remedy.

2. The Initial Interview

If the complaint is made to a supervisor, it will be discussed at that time. If the discussion with the supervisor resolves the issue, no formal complaint will be filed. However, if the complaint is not resolved at that stage, the supervisor will obtain the necessary information and forward a written report to the Office of the Chief of Police to formalize the complaint.

If the complaint is by Internet, the appropriate supervisor will contact the complainant by phone to complete the process.

If the complaint is by mail, an interview will be scheduled and conducted by the appropriate supervisor and will constitute the beginning of the investigation.

3. Investigation

The appropriate supervisor will conduct an investigation based on the information provided by the complainant and evidence gathered related to the subject of the complaint. After interview of the complainant, involved department personnel and any available witnesses, there may be a request for a follow-up interview with the complainant to clarify any issues arising during the investigation. Complainants are encouraged to cooperate fully with the investigation so that Police Department personnel can obtain all relevant information. All information obtained as the result of the interviews and any physical evidence that may exist relating to the event in question will be evaluated by the investigator, who will then make a determination as to whether any misconduct occurred.

4. Duration of the Investigation

The Sheridan Police Department strives to complete investigations within ninety (90) days of the date they are received. However, there may be circumstances that will extend the length of time necessary to complete a thorough investigation

Disposition of Complaints

1. Completion of the Investigation

The appropriate division commander will discuss each complaint with the Chief of Police and his/her staff upon completion of the investigation. If the evidence supports the filing of departmental charges against the employee(s), the disciplinary process will commence in accordance with the Sheridan Police Department's policy and procedures. The Chief of Police is the final departmental authority for discipline, unless the matter is recommended to the Police Civil Service Advisory Board for action after investigation.

2. Notification of Disposition

The complainant will be notified of the findings or disposition of the complaint. If complainants are not satisfied with the disposition in the matter, the finding, the complainant may make an appointment with the investigating supervisor to discuss the case.

It is important that complainants keep the investigating supervisor notified of any change of address so appropriate notifications may be made.

Addresses

Sheridan Police Department
45 W. 12th Street
Sheridan, WY 82801
Phone: 307.672.2413

Sheridan City Hall
55 Grinnell Plaza
Sheridan, WY 82801
Phone: 307.674.6483

