



# *Riverside Township Police*

*1 West Scott Street  
Riverside, NJ 08075  
(856)461-8820*

**William T. Eliason  
Chief of Police**

## **Citizen Complaint Information Sheet**

The members of the Riverside 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 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 county prosecutor will be notified. You might be asked to testify in court.
- If our investigation results in an officer being charged with a violation of department rules, 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 defendant officer requests an open hearing.
- You may call the Riverside Police Internal Affairs at (856)461-8820 ext. 111 with any additional information or any questions about the case.



# INTERNAL AFFAIRS REPORT FORM

## Person Making Report (Optional, But Helpful)

<b>Full Name</b> _____	<b>Phone</b> _____	<small>Preferred?</small>
		<input type="checkbox"/>
<b>Address</b> _____	<b>Email</b> _____	<input type="checkbox"/>
<b>City, State</b> _____	<b>DOB</b> _____	

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

**Officer(s)** \_\_\_\_\_ **Badge No.** \_\_\_\_\_

**Incident Site** \_\_\_\_\_ **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  Phone  Letter  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
--------------------------------	-----------	-----------