



# East Brunswick Police Department

**CHIEF FRANK LOSACCO**

**1 JEAN WALLING CIVIC CENTER, EAST BRUNSWICK, NJ 08816**

**PHONE: (732) 390-6900 • FAX: (732) 390-6991 • [www.ebpd.net](http://www.ebpd.net)**



## Complaints against a Police Department Employee Citizen Complaint Information Sheet

The East Brunswick Police Department is committed to providing law enforcement services that are fair, effective, and impartially applied. It is our policy 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. Complaints against an officer may be made in person, by mail, by telephone or anonymously. Complaints may be made at any time and will be accepted by an on-duty supervisor or in his or her absence, a patrolman or dispatcher. All complaints will be forwarded to the Office of Professional Standards. Complaints against a Police Department employee form may be obtained in person at police headquarters, through the mail, email or can be downloaded from the Public Safety Section of the Township website.

- All complaints made against a Police Department employee will be accepted.
- Your complaint will be sent to a superior officer or a specifically trained internal affairs officer who will conduct a thorough and objective investigation.
- You may 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 kept informed of the status of the complaint, if requested, and you will be advised in writing of the outcome of the investigation.
- If our investigation shows that a crime may have been committed, the County Prosecutor will be notified. You may be asked to testify in court.
- If our investigation results in an officer being charged with a violation of department rules, you may 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.

It is unlawful to provide information in this matter which you do not believe to be true. You may call the supervisor assigned to the Internal Affairs Unit at (732) 390-6944 with any additional information or any questions about the case.

**“PROUDLY SERVING OUR COMMUNITY WITH HONOR,  
INTEGRITY, AND PUBLIC TRUST”**

## 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 \_\_\_\_\_