

## To Make A Compliment About a Police Officer

We are proud of the work that we do and the services that we deliver. If you want to make a compliment about an officer or how a situation was handled, you may do so in any of the following ways.

Write a letter or send a note or card to the attention of the Chief of Police at 5900 McPicken Drive, Milford, Ohio 45150.

Write a letter to the attention of the Township Trustees or the Township Administrator at 6101 Meijer Drive, Milford, Ohio 45150.

Send an electronic mail message to the Chief of Police at mike.mills@miamitwpoh.gov

Come to any regularly scheduled meeting of the Board of Township Trustees at 6101 Meijer Drive and offer your compliment during the Public Comments section of the meeting.

All compliments to officers, no matter how they are received, are forwarded to the attention of that police officer and a copy is placed in his or her file.

We appreciate all feedback on our work from anyone with whom we may have had contact or who observed our officers in action.

## To Make A Complaint About a Police Officer

Persons may register an allegation of employee misconduct or an inquiry about department procedure in person, by telephone or in writing. Persons registering a complaint by telephone or in writing shall be requested to come to the police station during routine business hours, Monday through Friday between 8:00 AM and 5:00 PM for possible follow up.

Upon responding to the police station, the complainant will be directed to the on-duty Supervisor to make the allegation or inquiry.

If the on-duty Supervisor is not available to receive the allegation or inquiry, the citizen will be directed to the Investigations Lieutenant to make the allegation or inquiry.

If the Investigations Lieutenant is not available to receive the allegation or inquiry, the citizen will be directed to a Command Staff Officer to make the allegation or inquiry.

If a citizen wishes to make an allegation or inquiry during other than routine business hours, the citizen will be asked to contact the on-duty Supervisor when they wish to make the complaint.

All allegations or inquiries made in person shall be reduced to writing on the Internal Affairs Allegation/Inquiry Form with any necessary attachments and the complainant will be asked to sign the Allegation/Inquiry Form. If possible, allegations or inquiries should be tape recorded.

Anonymous complaints shall be forwarded to the Chief of Police or his/her designee, who shall reduce to writing the complaint on the Allegation/Inquiry Form.