



**Village of Fishkill Police Department
4 Wood Place
Fishkill, New York 12524**

**GLENN R. SCOFIELD JR.
POLICE COMMISSIONER**

**FBINA – 214TH SESSION
MEMBER – IACP
MEMBER – NYSACOP**

HOW IT WORKS: COMPLAINTS ABOUT POLICE

The Village of Fishkill Police Department can receive personnel complaints through a number of sources. Formal complaints can be filed using the **Department's Civilian Complaint Form** which can be returned directly to the Department or turned in to the Village Hall. Additionally, complaints may be made directly in person, or by telephone to police Headquarters. Sometimes they are forwarded through third parties such as the Village Administration (ie: Mayor, Trustee or Village Clerk).

Anytime the Department's command staff is made aware of anything that may be construed as a personnel complaint (from any source) it is treated as a personnel complaint.

Often times people come to police headquarters or call the Department after an interaction with an Officer to seek an explanation of the interaction or of the Officer's actions. These types of matters are usually resolved with such an explanation but if the person is still unsatisfied or does not accept the explanation, they would also be handled as personnel complaints.

Once a personnel complaint is received it will be investigated by a member of the command staff in the same manner that any other police investigation would be conducted and a case report will be completed. All available means of collecting evidence such as interviews with the complainant, witness and officer involved, station and other surveillance cameras, etc. will be utilized when possible.

If the investigation indicates that the Officer did nothing wrong, the Officer will be exonerated. If there is insufficient evidence to substantiate the complaint, it will be considered unsubstantiated. If there is evidence substantiating the complaint and the Officer is determined to have violated policy or procedure, the case will be turned over to the Police Commissioner to make a determination as

to what, if any, discipline is appropriate. This can range from verbal counseling to dismissal. In any case, the complainant will be contacted and advised of the results of the investigation.

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Complainant information (may be filed anonymously)

Name: _____
Last First MI

Address: _____
Street (actual address, no PO box)

City State Zip

Witnesses: _____
Name Address Phone Number

Name Address Phone Number

Date of Incident: _____ Time of Incident: _____ AM/PM

Incident Location: _____

Number of Officers Involved: _____ Badge Number(s), if known: _____

Name(s) of Officer(s) if Known: _____

Supervisors Name, if Contacted: _____