

**406.00 COMPLAINT TRACKING PROCEDURES/ MAINTENANCE OF DISCIPLINARY RECORDS/ANNUAL STATISTICAL SUMMARY**

406.01 Complaint Tracking

Upon receipt of a "Complaint Report" by the Professional Standards Unit, contact will be made with the complainant.

After receiving an unresolved complaint or "Complaint Report", the Professional Standards Unit will complete a "Personnel Complaint Control Sheet" and will:

- Ensure distribution of the control sheet as follows:
  - The original copy will be maintained in the Professional Standards Unit.
  - A copy will be forwarded to the affected Division Commander through the Chief of Police
  - A copy will be forwarded to the accused employee's supervisor.
- Complete the proper documentation:
  - Enter the appropriate information into the tracking system.
  - Enter the appropriate information into the officer's names file.
- Notify the Chief of Police and appropriate Division Commander of all complaints. If the complaint involves a serious incident requiring emergency relief of duty, the Chief of Police will be notified immediately.

406.02 Maintenance of Records of Disciplinary Actions

All disciplinary actions involving written reprimand, suspension, demotion, or termination will be reduced to writing by the supervisor taking the action. These documents will then be forwarded to the Professional Standards Unit for filing. These records will be maintained in accordance with the departmental retention schedule. Disciplinary actions involving verbal reprimands will be maintained in the computerized tracking system (CMNT file) and will be utilized for evaluation purposes unless issued in conjunction with a numbered internal investigation complaint. It will then be noted in the employee's disciplinary file.

406.03 Annual Statistical Summary

The Professional Standards Unit will compile statistical data concerning internal investigations and prepare an annual summary of these investigations and results.