

**OMAHA POLICE DEPARTMENT**  
**CITIZEN'S COMMENDATION/INQUIRY/COMPLAINT**  
**II-NUMBER \_\_\_\_\_**

1. Please complete this form, **then** contact the Internal Affairs Unit at 444-5629. The unit is open Monday through Friday, from 8:00 AM to 4:00 PM. and voice mail is available 24 hours a day, 7 days a week. You may also forward a message to the Department on the web at [www.opd.ci.omaha.ne.us](http://www.opd.ci.omaha.ne.us), to the attention of *Internal Affairs*.
2. Once the Internal Affairs Unit is notified of your formal complaint, the assigned investigator will contact you to schedule an appointment for an interview with you. Efforts will be made to accommodate any and all citizens with particular needs or concerns.
3. Although this form may be mailed, it's more efficient to bring this form with you when you come in for your interview. A copy will be provided to you.
4. You will receive a letter from the Chief of Police with the results of the investigation when it is completed.

**NOTE: If desired, you may bring a personal representative or associate with you to the interview.**

**Internal Affairs Investigator \_\_\_\_\_ Telephone \_\_\_\_\_**

I am completing this form on:

Date \_\_\_\_\_ Time \_\_\_\_\_

Name: \_\_\_\_\_  
Please Print (Last) (First) (Middle)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**THE INCIDENT I AM REFERRING TO OCCURRED ON:**

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ ( ) AM  
( ) PM

Location: \_\_\_\_\_

**WITNESSES TO THIS INCIDENT: (If known)**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**OMAHA POLICE OFFICER(S)/EMPLOYEE(S) INVOLVED: (If known)**

Name \_\_\_\_\_ Rank \_\_\_\_\_ Badge/Serial # \_\_\_\_\_

Name \_\_\_\_\_ Rank \_\_\_\_\_ Badge/Serial # \_\_\_\_\_

**NOTE: *Guilt or innocence of any criminal charge you may be facing will not be determined by this investigation. You are still required to attend any scheduled court appearance you may have.***

Describe what happened. If you need more space for your description or to list the names of more witnesses or involved officers/employees, you may attach additional sheets of paper.

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
(First) (Middle) (Last)

***It is very important that truthful accounts are given by all concerned. Your signature certifies the truthfulness of your statements. Please sign this form at the time of your interview as an acknowledgement of understanding.***

## **WHAT TO EXPECT AFTER YOUR COMPLAINT IS FILED**

- An Internal Affairs investigator will be assigned to your complaint and will contact you to schedule an interview time with you.
- All witnesses and involved police officers/employees will be interviewed concerning the incident.
- All interviews will be audio-recorded and will become part of the official investigation.
- When the investigation is completed, it will be forwarded to the Chief of Police for his/her review and findings.
- If it is found that rules or regulations were violated, the officer/employee's supervisors will recommend the appropriate discipline.
- No matter what the outcome of the investigation, you will receive written notification from the Chief of Police regarding the findings.
- Should you decide not to continue with or pursue a formal investigation by Internal Affairs, you have the option at any time during the process to request that the matter be brought to the attention of the officer/employee's supervisor for his/her information or action. While this will not be considered to be a formal Internal Affairs investigation, the matter will still be examined and appropriately handled by a supervisor. The matter ***will be documented***, but you ***will not*** receive a letter from the Chief with a disposition.

If you have questions regarding the complaint process, you may contact the Internal Affairs Unit at 444-5629.

***Thank you for bringing this matter to our attention.***