

**REDWOOD FALLS POLICE DEPARTMENT  
POLICY AND PROCEDURES**

**SUBJECT:** #1 ALLEGATIONS OF MISCONDUCT

**REVISION DATE:** 05/05/2020

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**I. POLICY**

It is the policy of the Redwood Falls Police Department that any person who believes an employee acted improperly may bring a complaint to the chief law enforcement officer's attention pursuant to the following procedure.

**II. PROCEDURE**

A. Definitions

1. Chief Law Enforcement Officer: The Chief of Police, or in his/her absence, the Assistant Chief of Police. Within this model policy, the chief law enforcement officer will be referred to as CLEO.
2. Complainant: A person who submits a complaint to the CLEO alleging misconduct by an agency member.
3. Complaint: A written statement made to or by a CLEO alleging misconduct.
4. Member: All voluntary and compensated personnel of the agency.
5. Discipline:
  - a. oral reprimand
  - b. written reprimand
  - c. suspension
  - d. demotion or
  - e. discharge
6. Exonerated: A fair preponderance of the evidence established either that:
  - a. the act or acts complained of did not occur;
  - b. the agency member named in the complaint was not involved in the alleged misconduct;  
or
  - c. the act(s) that provided the basis for the complaint occurred; however, the investigation reveals that such act(s) were justified, lawful or proper.
7. Not Sustained: The investigation failed to disclose sufficient evidence to prove or disprove the allegations made in the complaint.
8. Sustained: A fair preponderance of the evidence obtained in the investigation established that the accused person's actions constituted misconduct.

9. Formal Statement: The questioning of an agency member in the course of obtaining a recorded, stenographic or signed statement to be used as evidence in a disciplinary proceeding against the agency member.
10. Respondent: Any agency member, whether full-time, part-time, temporary or voluntary, against whom a complaint has been filed.
11. Misconduct means:
  - a. a violation of any agency policy and procedure governing conduct of agency members;
  - b. the use of unnecessary or excessive force;
  - c. the conviction of any criminal offense;
  - d. abuse of authority;
  - e. conduct which violates a person's civil rights;
  - f. abusive or insulting language or conduct which is derogatory of a person's race, religion, sex, national origin or sexual preference;
  - g. sexual harassment as that term is defined under Minnesota law;
  - h. intimidation or retribution toward a complainant or witness involved in any complaint proceeding;
  - i. willful disregard of a lawful order or directive from a superior
12. Policies and Procedures: The administrative rules adopted by the agency regulating the conduct of agency members.
13. Shall / Will: The action is mandatory.
14. May: The action is permissible.
15. Receiving authority: The person who receives the complaint when the subject of the complaint is a CLEO.

B. Initiating Complaint

1. Anyone who has personal knowledge of facts or reliable hearsay information may file a complaint. Any agency member who has personal knowledge of misconduct shall file a complaint according to the procedures stated herein.
2. Any agency member shall self-report to the CLEO and to the Peace Officer Standards and Training Board any action, inaction, or condition of that agency member which the agency member reasonably believes would constitute grounds for disciplinary action under any of the Peace Officer Standards and Training Board's regulatory provisions. An agency member may also self-report an action, inaction, or condition which the member reasonably believes constitutes grounds for disciplinary action to the Peace Officer Standards and Training Board.
3. Upon receiving a complaint against a member within the agency, the CLEO receiving the complaint shall immediately have the complainant complete a Complaint Against Officer Form (CAOF) and assign an administrative case number. The complaint will not be considered filed until the complainant signs the CAOF.
4. If the person making a complaint sets forth specific believable facts supporting an allegation of misconduct but wishes to remain anonymous, the CLEO receiving the complaint may, with sole

discretion, permit the complainant to remain anonymous. In this instance the CLEO shall sign the complaint as the complainant. If the CLEO has reason to believe the complaint is unfounded, the CLEO shall have the authority to require an anonymous complainant to identify himself/herself. If that complainant refuses to do so, the CLEO may refuse to accept a complaint and shall advise the anonymous person of that fact.

5. After a CAOF is filed, the CLEO shall sign the document keeping a copy for the agency and providing a copy to the complainant. The CLEO will forward a copy of the document to the respondent only after it is determined that the complaint does not allege a criminal violation and the notification will not impede a criminal investigation.
6. A complainant may be accompanied by an attorney or other representative at the time a complaint is filed or at any other stage of the process.
7. Any complaint made against a chief of police shall initially be made to the city administrator. Upon receiving a complaint the receiving authority shall immediately have the complainant complete a Complaint Against Officer Form (CAOF) and assign an administrative case number. The complaint will not be considered until the complainant signs the CAOF.
8. The city administrator should refer investigations of alleged misconduct against a CLEO to an outside law enforcement agency or criminal justice agency.

#### C. The Investigation of a Complaint

1. Upon receipt of the CAOF, the CLEO shall make an initial determination as to whether the facts alleged require a formal investigation. If the CLEO decides that an investigation is not required, the disposition of the investigation is not required. The disposition of the complaint shall be either "not sustained" or "exonerated". The complainant and the respondent will be notified of this decision and the basis for determination. If the complainant supplies additional information within thirty (30) days of that initial determination, the CLEO may reverse this decision and order a formal investigation.
2. If the CLEO determines a formal investigation is required an appropriate person will be assigned to investigate the complaint. When the CLEO believes an external investigation is appropriate and when the CLEO is the subject of the complaint, the investigation will be assigned to an external agency.
3. The CLEO may suspend a respondent with pay at any time during the investigation of a complaint.
4. As soon as possible after being assigned the investigation the investigator shall inform the complainant of his or her name, business phone number and the status of the complaint.
5. The investigator shall thoroughly investigate all allegations contained in the complaint and any other potential misconduct discovered in the course of the investigation. If the investigation reveals potential misconduct by another agency member the investigator shall report that fact to the CLEO or, in the case of a complaint against a CLEO, the appropriate city administrator, manager, mayor, county attorney or the board of county commissioners.

6. All agency members shall cooperate with the investigation. When the respondent is a licensed peace officer the investigation shall comply with the requirements of MN STAT 626.89 and acts amendatory thereto.
7. The investigator shall prepare a report which will contain all relevant information organized into the following three (3) sections.
  - a. Allegations: an itemized summary of the acts of misconduct alleged in the complaint. Reference shall be made to those rules, procedures, orders, statutes, or constitutional provisions that would be violated if the allegations are taken as true.
  - b. Investigation: a chronological summary of the investigation including all pertinent facts obtained through interviews with the complainant, accused agency member and all available witnesses. Written statements, descriptions and analysis of any physical evidence, and all other relevant information shall be included.
  - c. Conclusions: the investigator's findings, conclusions as to whether any misconduct occurred and the underlying reasons for the finds and conclusions.
8. The investigation shall be completed within thirty (30) days of the filing of the complaint unless the CLEO determines there is good cause to grant an extension to the investigation time. The complainant and respondent shall be informed of any extension.
9. A complaint received through the Minnesota Board of Peace Officer Standards and Training will be handled pursuant to this policy; the Board will be advised of the status of the complaint within 30 days.

D. Additional Investigation, Review and Disposition

1. Disclosure to the public, complainant and respondent of data collected, created or received by the agency in connection with this policy and procedure shall be governed by the provisions of the MN Government Data Practices Act. Retention of data collected or maintained in connection with this policy shall be retained in accordance with the agency's "Record Retention Schedule."
2. All data collected, created or received by the agency in connection with this policy and procedure shall be maintained in accordance with the agency's "Record Retention Schedule."
3. The placement of the disposition report or other data in an employee's personnel file shall be governed by the agency's personnel policy.
4. Access to data collected, created, or received in connection with this policy and procedure may only be authorized by the CLEO or the agency's Data Practices "Responsible Authority," and as provided by Chapter 13, the "Minnesota Government Data Practices Act," or valid court order.