



City of Gahanna Division of Police



Complaint Filing and Investigation Procedures

The Gahanna Division of Police believes that the trust and confidence of the community it serves is essential. In order to promote and maintain public trust and confidence, the Gahanna Division of Police investigates all complaints of misconduct against the agency or its employees.

Citizens are encouraged to contact the Division of Police regarding any incident perceived as unlawful, unreasonable and/or objectionable, by one of the following methods at any time of the day:

- **In Person** by visiting our headquarters at 460 Rocky Fork Blvd. Gahanna, OH 43230 and requesting to speak to the supervisor on duty, who will take the complaint in writing.
- **By Telephone** by calling (614) 342-4240 and requesting to speak with the supervisor on duty who will reduce the complaint to writing.
- **In Writing** by addressing the complaint to Chief Jeffrey Spence, Gahanna Division of Police, 460 Rocky Fork Blvd., Gahanna, OH 43230

All complaints alleging misconduct by an employee of the agency will be investigated by supervisory personnel. Complaints alleging serious misconduct will be investigated by the agency's internal affairs function. Line supervisors will investigate allegations of minor misconduct.

- All complaints are registered by the duty supervisor on the required form
- The complainants receive a complaint verification form, stating that the investigation will be initiated. The complainant will be advised of the status and conclusion of the investigation. Unless extenuating circumstances exist, internal affairs investigations should be concluded within thirty (30) days
- The investigations shall safeguard the rights of the complainant and the rights of the employee accused of wrong-doing
- Generally, formal internal affairs investigation interviews are conducted at the Police Headquarters.
- The complainant, witnesses and employees may be requested to take a truth verification test relevant to the complaint and/or investigation
- The complainant and/or witnesses may be prosecuted if the allegation and corroborative statements are found to be false. Malicious allegations and/or false charges are not tolerated by this agency

These procedures are designed to inform and ensure fairness to all involved in an internal affairs investigation, not to dissuade the filing of a legitimate complaint against the agency or its personnel.



Jeffrey B. Spence, Chief of Police