

# Appendix B

Department/Agency \_\_\_\_\_ IA Case Number \_\_\_\_\_

## INTERNAL AFFAIRS REPORT FORM

### Person Making Report (Optional, But Helpful)

Full Name \_\_\_\_\_ Phone \_\_\_\_\_ Preferred?   
Address \_\_\_\_\_ Email \_\_\_\_\_   
City, State \_\_\_\_\_ DOB \_\_\_\_\_

### Officer(s) Subject to Allegation (Provide Whatever Info Is Known)

Officer(s) \_\_\_\_\_ Badge No. \_\_\_\_\_  
Incident Site \_\_\_\_\_ Date/Time \_\_\_\_\_

In the space below, describe the type of incident (traffic stop, street encounter) and any information about the alleged conduct. If you cannot fit your response below, feel free to use extra pages and attach them to this document. If you do not know the officer's name or badge number, provide any other identifying information.

### Other Information

How was this reported?  In Person  Phone  Letter  Email  Other \_\_\_\_\_  
Any physical evidence submitted?  Yes  No If yes, describe: \_\_\_\_\_  
Was incident previously reported?  Yes  No If yes, describe: \_\_\_\_\_

### To Be Completed by Officers Receiving Report

\_\_\_\_\_  
Officer Receiving Complaint Badge No. \_\_\_\_\_ Date/Time \_\_\_\_\_  
\_\_\_\_\_  
Supervisor Reviewing Complaint Badge No. \_\_\_\_\_ Date/Time \_\_\_\_\_



# MATAWAN POLICE DEPARTMENT

201 Broad Street Matawan, NJ 07747

Dispatch (732) 566-1010 Non-Emergency (732) 290-2020

Fax - Patrol (732) 566-4038 Fax - Records (732) 566-2933

[www.matawanpolice.org](http://www.matawanpolice.org)



Thomas J. Falco Jr.  
Chief of Police

*Serving with Fairness, Compassion and Respect*

Lt. Matthew T. O'Boyle  
Lt. Sean McCabe

## CITIZEN COMPLAINT INFORMATION FORM

- The members of the Matawan Police Department are committed to providing law enforcement services that are fair, effective, and impartially applied. It is in the best interest of everyone that your complaint about the performance of an individual officer is resolved fairly and promptly. The Police Department has formal procedures for investigating your complaint. These procedures ensure fairness and protect the rights of both citizens and police officers.
- Complaints shall be accepted regardless of age, race, ethnicity, religion, gender, sexual orientation, disability, or immigration status of the complaining party.
- Your complaint will be sent to a superior officer or specially trained Internal Affairs Investigator who will conduct a thorough and objective investigation.
- You might be asked to assist in the investigation by giving a detailed statement about what happened or by providing other information.
- All complaints against police officers are thoroughly investigated. You will be kept informed of the status of the investigation and its ultimate outcome, if requested, and you provide contact information. The exact discipline imposed is confidential, but you will be advised of the ultimate finding, namely:
  - a. Sustained: A preponderance of the evidence shows an officer violated any law, regulation, directive, guideline, policy, or procedure issued by the Attorney General or County Prosecutor, agency protocol, standing operating procedure, rule, or training.
  - b. Unfounded: A preponderance of the evidence shows that the alleged misconduct did not occur.
  - c. Exonerated: A preponderance of the evidence shows that the alleged conduct did occur, but did not violate any law, regulation, directive, guideline, policy, or procedure issued by the Attorney General or County Prosecutor, agency protocol, standing operating procedure, rule, or training.
  - d. Not Sustained: The investigation failed to disclose sufficient evidence to clearly provide or disprove the allegation.
- If our investigation shows that a crime may have been committed, the Monmouth County Prosecutor's Office will be notified. You might be asked to testify in the court of law.
- If our investigation results in an officer being charged with a violation of department rules, regulations, policies and/or procedures, you may be asked to testify at a departmental hearing.

- If your investigation shows that a complaint is unfounded or that the officer acted properly, the matter will be closed.
- Internal affairs investigations are confidential and all disciplinary hearings shall be closed to the public unless the defendant officer requests an open hearing.
- You may call the Office of Professional Responsibility/Internal Affairs Unit should you have any additional information or questions regarding your complaint and/or investigation.

Lieutenant Sean McCabe      (732) 290-2026