

**Alternative Gainesville Police Department
Internal Affairs Complaint Initiation Procedure**

I. Purpose

The purpose of this procedure is to provide an alternative process for citizens to file complaints against members of the Gainesville Police Department. This alternative procedure is needed because some citizens may feel intimidated or have reservations about filing their complaint directly with or at the Gainesville Police Department.

II. Procedure

1. In addition to filing a complaint against a member of the Gainesville Police Department directly with the Gainesville Police Department, a citizen may file the complaint with the City of Gainesville's Equal Opportunity Department (EOD) in person at City Hall, 200 East University Avenue, Room 421.
 - a. The citizen will be provided with an Administrative Investigation Referral Form (A.I.R.) and an instructional brochure outlining the Internal Affairs process.
 - b. The citizen will submit the completed A.I.R. directly to the EOD Director for processing. The EOD Director will:
 - 1.) Log the complaint on the EOD IA Complaint Receipt Log. The log will remain under the secure control of the EOD Director.
 - 2.) Contact the Gainesville Police Department Internal Affairs Office to immediately pickup the completed A.I.R. form.
 - 3.) Ensure the security and confidentiality of the A.I.R. form while the form is in the EOD Director's possession.
 - c. The Gainesville Police Department Internal Affairs Office will process the completed A.I.R. in accordance with standard investigative procedures.
 - d. For any citizen not desiring to be interviewed at the Gainesville Police Department, the IA investigator will conduct the interview at an alternative site. Such site will be at the discretion and convenience of the complainant and may include, but not be limited to, the complainant's place of residence, work site, or the EOD office.
 - e. At the completion of the investigation, the Chief of Police will render a decision and the Internal Affairs Office will:
 - 1.) Forward a letter to the complainant outlining the results of the investigation.
 - 2.) Notify the EOD Director with the results of the investigation.
 - f. Upon notification of the results of the investigation, the EOD Director will complete the Complaint Receipt Log indicating the finding of the investigation.

- g. The EOD Director will contact the complainant to conduct a follow up interview to ensure the complainant understands the investigation and to assist the complainant if additional information is needed.
2. The Internal Affairs staff and the EOD Director will meet quarterly, or as needed, to review the complaint process and respond to any issues that need to be addressed.
 3. The Internal Affairs Commander and the EOD Director will issue a joint annual report to the City Manager for distribution to the City Commission. The report will include:
 - a. Statistical information (complaints filed, closed, etc.).
 - b. Highlights and issues addressed.

Wayne Bowers

 City Manager

[Signature]

 Police Chief

Jimmy Lillians

 Equal Opportunity Director

Approved by the City Commission on January ____, 2002.