



CITY OF HIGHLAND PARK

Return to Excellence

Hubert Yopp
Mayor

CITIZEN COMPLAINT PROCEDURE AND FORMS

Dear Concerned Citizen:

The public's trust, confidence, and support are vital to successful police service. We fully realize that involvement in complex and often emotionally charged situations may not always result in a level of performance you, the citizen, have grown to expect.

For this reason, the City of Highland Park has adopted a policy that provides a fair, orderly, and uniformly applied process for receiving, investigating, and resolving complaints of alleged police misconduct.

Complaints against Highland Park Police Department employees may be filed by contacting the City of Highland Park to obtain a Citizen Compliant Form and providing **as much information as possible** regarding the incident. The complaint will be promptly forwarded to the Office of the City Attorney for review and investigation.

When the complaint investigation is completed, the matter will be referred to the Police Commissioner who will review the case and determine a course of action. You will receive a written response regarding the outcome of the investigation.

If you are not satisfied with the Police Commissioner's decision, you may appeal the matter to my office.

Hubert Yopp
Mayor

YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A POLICE OFFICER FOR ANY IMPROPER POLICE CONDUCT. THE CITY OF HIGHLAND PARK'S POLICY REQUIRES A STANDARD PROCEDURE TO INVESTIGATE CITIZENS' COMPLAINTS. YOU HAVE A RIGHT TO A WRITTEN DESCRIPTION OF THIS PROCEDURE. THIS AGENCY MAY FIND AFTER INVESTIGATING THAT THERE IS NOT ENOUGH EVIDENCE TO WARRANT ACTION ON YOUR COMPLAINT; EVEN IF THAT IS THE CASE, YOU HAVE THE RIGHT TO MAKE THE COMPLAINT AND HAVE IT INVESTIGATED IF YOU BELIEVE THE OFFICER BEHAVED IMPROPERLY. CITIZEN COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE YEARS.

I have read and understood the above statement.

Signature of Complainant

Robert B. Blackwell Municipal Building
12050 Woodward Avenue
Highland Park, Michigan 48203
313-252-0050 ext. 240
313-852-7320 fax



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Citizen Complaint Form

COMPLAINANT INFORMATION This form to be completed by the person making the complaint.					
Last Name	First Name	Initial	Date of Birth	Sex	Race
Home Phone			Driver License # and State		
Address		City	State	Zip	

OFFICER(S) / EMPLOYEE(S) INVOLVED		
Officer's / Employee's Name	Badge #	Car #
Officer's / Employee's Name	Badge #	Car #
Officer's / Employee's Name	Badge #	Car #

WITNESS INFORMATION					
Last Name	First Name	Initial	Date of Birth	Sex	Race
Home Phone			Driver License # and State		
Address		City	State	Zip	

Last Name	First Name	Initial	Date of Birth	Sex	Race
Home Phone			Driver License # and State		
Address		City	State	Zip	

Last Name	First Name	Initial	Date of Birth	Sex	Race
Home Phone			Driver License # and State		
Address		City	State	Zip	

Incident Details. Please be as specific and detailed as possible.	
Date of Incident	Time of Incident
Location of Incident	

Nature of Complaint – be sure to SIGN and date this complaint form.

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Official Use Only
Date Received
Time Received
Received By (Print Name)

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