

NOTICE TO PERSON MAKING PUBLIC SERVICE REPORT

The New Haven Police Department (NHPD) provides police service to our community. The NHPD has trained its personnel to provide consistent and professional service. As a member of our community, you can assist the NHPD in ensuring that this level of service maintains a high level of expectation. We encourage your participation by giving us information when you observe actions by the NHPD or individual police employees which you find rewarding, and those which you might believe are not at an acceptable level of professional police service.

You may report your observations in person, by letter, email or on the telephone. The NHPD does accept anonymous information; however, we would prefer that you provide us with your identity. Anonymous reports are investigated only to the extent which the information allows.

You should expect that your initial contact will be with a supervisor of the New Haven Police Department. The supervisor will ensure that the Public Service Report is filled out with detailed information. The supervisor will then conduct a preliminary investigation. This is to ensure that all relevant and available information is gathered when it is still fresh. Your cooperation is very important particularly in identifying witnesses and allowing us to accumulate evidence including photographs and medical treatment records, if necessary.

A member of the New Haven Police Department will then be assigned to investigate your report. The investigator will attempt to arrange for a convenient time and location to conduct a formal recorded interview with you.

An essential part of this investigation is the direct contact with the involved police employees. In the case of a commendation, your report will become a part of his/her personnel file. In other cases, they will be interviewed in a similar fashion to your interview. These police employees will be instructed not to contact you unless it is in response to a police service call.

We strive to complete all these Public Service Report Investigations within 30 days. Normally the review process takes a few more days and you will be notified of the outcome of the investigation.

Citizens like you are valuable eyes and ears for our community and the NHPD. We respect your input, both good and bad. Whenever you see police actions you believe we should be aware of, please report those to us.



NEW HAVEN POLICE DEPARTMENT

815 Lincoln Hwy E., New Haven, IN 46774

260-748-7080

PUBLIC SERVICE REPORT

(Please print information)

-
- () Commendation of Employee Service
 - () Suggestion for Agency Consideration
 - () Complaint of Agency Action
 - () Complaint of Employee Performance
-

Date/Time of Incident: _____

Location of Occurrence: _____

Complainant Name: _____

Home Address: _____

Primary Phone Number: _____

Witnesses:

1. Name: _____ Address: _____

Primary Phone: _____

2. Name: _____ Address: _____

Primary Phone: _____

3. Name: _____ Address: _____

Primary Phone: _____

