

Where Can I Find Complaint Forms?

Forms can be found at

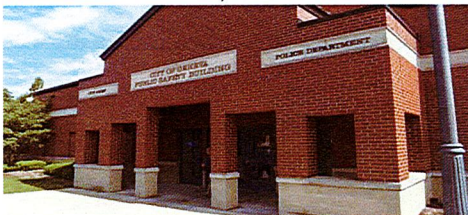
- www.cityofgenevany.com (type "Complaint" in the Search Box)
- Geneva Police Department
- Geneva Public Library
- Geneva City Hall

Where Do I Submit My Complaint Form?

City of Geneva
Office of the City Clerk
47 Castle Street
Geneva, NY 14456



City of Geneva Police Department
Office of the Chief of Police
Public Safety Building
255 Exchange Street
Geneva, NY 14456



About Us

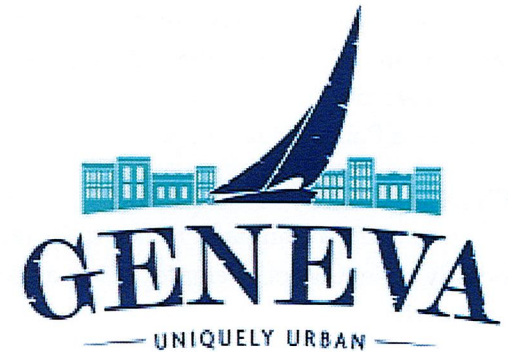
The Geneva Police Department will deliver effective and responsive law enforcement services to all persons within the City of Geneva in a fair and equitable manner, respecting the rights of all regardless of race, creed, religion, sexual orientation, color or origin. We are committed to make sure that every citizen with whom we interact is treated with dignity, compassion, and a sense of professionalism. As an integral part of the Geneva community, we are committed to communicating with those that we serve, and strive to maintain the trust and confidence of our citizens while working to improve the quality of life for the entire community.



Contact Us

Geneva Police Department
255 Exchange Street,
Geneva, New York 14456
Phone: [315-828-6771]

Web: [<http://cityofgenevany.com/police-department/>]



Citizen Complaint Resource Guide

Geneva Police Department

What Is A Complaint?

A complaint is a belief that a member of the Geneva Police Department has violated a Department Rule or Procedure, a federal or state law, an ordinance of the City of Geneva, or dissatisfaction with a policy or procedure of the Geneva Police Department.

Who Can Make A Complaint?

Anyone can file a complaint if they truly and honestly believe a police employee has acted improperly.

How Do I File A Complaint?

A complaint may be filed in person by completing a complaint form. Download the complaint form from the City of Geneva's website: www.cityofgenevany.com (type "Complaint" in the Search Box) or pick one up at the Geneva Police Department.

After completing the complaint form, please submit it to the City Clerk or Deputy City Clerk at City Hall or Geneva Police Department. You will receive a copy of your complaint as a receipt for the submission.

What Happens After I File A Complaint?

Once a complaint is filed, it is given a case number, assigned, and investigated. All available witnesses will be contacted, and any physical or other relevant evidence will be collected and reviewed.

After the investigation has been completed and the Chief of Police has made a final decision,

Department policy requires that the complaint investigation to be completed within 45-60 days; however, the Chief of Police can waive the time frame depending on the complexity and sensitivity of the investigation.

Who Investigates the Complaint?

Complaints of alleged misconduct are investigated by members of the Department who are certified to conduct Internal Affairs Investigations.

"Every citizen has the right to file a complaint, in good faith, if they believe an employee of the Geneva Police Department acted improperly."

Can I Get in Trouble for Making A Complaint?

NO – Every citizen has the right to file a complaint, in good faith, if they believe that an employee of the GPD acted improperly. If a false statement is made you may be charged under the NYS Penal Law Section 210.45.

What Does This Process Not Handle?

This process does not litigate or decide the outcome of any parking, traffic, criminal or non-criminal offense.

Encounters with Police Officers?

Being stopped by a police officer can sometimes be a stressful experience for some people. If you are stopped, please remember these rules:

Stay calm. Don't run. Don't lie.

It is advised that you be respectful and polite and comply with lawful instructions to **be a part of the solution.**

The Geneva Police Department expects its officers to also be respectful and polite, to be professional, and to follow laws and GPD regulations.

Police Officers are **required** to follow all laws and uphold your constitutional rights, **regardless of your immigration or citizenship status.** The City of Geneva/Geneva Police Department **will not** tolerate any excessive use of force and will take seriously any allegations that your rights have been violated.

Remember: if you are arrested

You have the right to remain silent.

You have the right to speak to an attorney.



GENEVA POLICE DEPARTMENT

Every citizen has the right to file a complaint, in good faith, with an honest belief that an employee of the Geneva Police Department acted improperly. Complaints of alleged misconduct will be subjected to a thorough, timely, and impartial investigation. At the conclusion of the investigation and review by the Chief of Police, you will be notified of the results by mail.

Date of complaint: _____

COMPLAINANT

Name: _____ D.O.B: _____

Address: _____ Zip: _____

Telephone: _____ Other: _____

Email address: _____

Occupation: _____ Work address: _____

INCIDENT:

Date: _____ Time: _____

Location: _____

Nature of complaint (select one): FORCE ☐ PROCEDURE ☐ COURTESY ☐ CONDUCT ☐

OFFICER(S):

Name: _____ Badge #: _____

If officer name is unknown please give us a detailed description:

Name: _____ Badge #: _____

If officer name is unknown please give us a detailed description:

WITNESS (ES):

Name: _____ Phone #: _____

Address: _____

Name: _____ Phone #: _____

Address: _____

Were you arrested as a result of this incident: Yes ☐ No ☐

- If yes, what charge?: _____ Date: _____

GENEVA POLICE DEPARTMENT

Are you willing to appear and give testimony under oath?

Yes ☐

No ☐

COMPLAINT – state the exact circumstances of the complaint

I understand the statement of complaint will be submitted to the Geneva Police Department and may be the basis for further investigation. Further, I declare the facts contained herein are accurate to the best of my knowledge and belief. Further, I declare that my statement has been made by me voluntarily without persuading, coercion or promise of any kind.

**** False statements herein are punishable as a Class A Misdemeanor to Section 210.45 of the Penal Law. Accordingly and with notice of the foregoing I hereby affirm the foregoing statements are true. ****

Signature of complainant: _____ Date: _____

Complaint received by: _____ Date: _____ Time: _____

Title: _____

Administrative use only:

GPD CR NO.: _____

Reviewed by: _____ Date: _____

Action Required: ☐ No Further Action ☐ Investigation -Assigned to: _____