



# MASSILLON POLICE DEPARTMENT PROFESSIONAL STANDARDS BUREAU



## PUBLIC SERVICE REPORT

The Massillon Police Department is committed to providing quality service to all citizens within the City of Massillon and to enhancing communication with the population to encourage participation in identifying societal needs as well as department shortcomings, strengths, and training needed.

Please take the time to complete the attached form completely with as much detail as possible. Completed forms can be dropped off at the Police Department at any time. Anonymous complaints will be accepted, however, they will need to be accompanied with some type of corroborative evidence in order for an investigation to be started. This is done to protect our officers from individuals with malicious intentions.

### Procedures:

**Commendations:** All commendations will be reported to the officer(s) involved as well as the Chief of Police and the officer's immediate superior. The commendation will also be placed in the officer's personnel file.

**Recommendations:** All recommendations will be reviewed by police administrators.

**Complaints:** All complaints of police misconduct will be forwarded to officer's supervisor for a preliminary investigation. Once the preliminary report is complete, police administration will review the report to determine: 1) if further investigation is needed 2) whether or not the officer's actions were appropriate under the circumstances and 3) if there is enough evidence to support discipline or additional training. Findings will be made available after an administrative decision is made.

NOTE: The Massillon Police Department will not accept complaints concerning the validity of parking summonses, traffic citations, or criminal charges. These matters are for a court to decide upon.

For questions concerning any of the above matters you may contact the Professional Standards Bureau at the Massillon Police Department. The bureau is managed by the Support Lieutenant and supervised by the Captain of the Support Division. Contact may be made through the records office at 330-830-1740.



# MASSILLON POLICE DEPARTMENT PROFESSIONAL STANDARDS BUREAU



Internal Control Number:

## PUBLIC SERVICE REPORT

Reason for Report

- Complaint
- Commendation
- Recommendation

Officer: \_\_\_\_\_  
 Name of Reportee: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 Date of Incident: \_\_\_\_\_ Today's Date: \_\_\_\_\_

For Commendations, give brief description of the incident and the Officer's actions to be commended.

For Complaints, describe in detail the incident being reported. Give full names and contact information, if known, of all persons involved, including witnesses. Be specific of dates and times of all incidents.

Any person knowingly filing a false complaint alleging officer misconduct shall be subject to criminal prosecution under section 2921.15 or 2917.32 of the Ohio Revised Code.

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Continue on back

\_\_\_\_\_  
Signature of Reportee

\_\_\_\_\_  
Date

Space below is for Massillon Police Department use only—Do not write below

Received by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
AM/PM

