



THE COMPLAINT PROCESS

Complaints against the Police Department may be filed **within 90 days** of the incident on any day of the week and at any time of the day or night. When you arrive at the Police Department you will be given a packet with statement papers and an information sheet. You will be given statement forms to fill out about the complaint and asked to give names and addresses of any witnesses so statement forms may be sent to them. The investigation will then be assigned to an investigator, sergeant, or outside agency to conduct formal interviews. If it appears that the complaint may have criminal implications, the criminal investigation will be dealt with first.

All complaints are forwarded to the Chief of Police or the Captain at the Police Department. Captain Kevin Flynn or Chief of Police Troy Appel, will contact you once your statements are received.

Once statements are returned to this office, a detective, sergeant, or outside agency will contact the complaining party to make an appointment to take a formal statement under oath. At the conclusion of the formal statements, the investigation is given back to the Chief who will then determine if any departmental policies or any laws have been broken. If only departmental policies have allegedly been violated, the Chief will direct that the involved officers be interviewed to finish the investigation to determine if the complaint is substantiated. However, if laws have allegedly been violated, a criminal investigation will be concluded prior to conducting an internal investigation. At the conclusion of the complaint process, the complaining party is notified by mail of the outcome of the complaint.

If you wish to make a complaint, you may come and speak to either Captain Flynn or Chief Appel. To avoid any unnecessary trips, please call in advance. If you have any questions, please call Captain Flynn or Chief Appel at 507-295-5400.

Sincerely,

Troy Appel
Director of Public Safety

**WORTHINGTON POLICE DEPARTMENT
WORTHINGTON MN 56187**

EMPLOYEE COMPLAINT

Complaining Party: (If more than 3 complainants use another sheet.)

1. Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

2. Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

3. Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Witnesses: (If more than 3 witnesses use another sheet.)

1. Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

2. Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

3. Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

**WORTHINGTON POLICE DEPARTMENT
WORTHINGTON MN 56187**

EMPLOYEE COMPLAINT

Name or description of police employee the complaint is about:

Name: _____

Description: _____

Statement papers are attached to this form. Please fill them out and return within five (5) days. Statement papers will be given to your witnesses in person or by mail. If you have any questions, please call Captain Kevin Flynn or Chief Troy Appel at (507) 295-5400. You will be notified by mail at the completion of the process.

