

Wm K. Martin, Sheriff

Benjamin E. Cole, Undersheriff

Office of the

BOURBON COUNTY SHERIFF

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Citizens of Bourbon County, Kansas

The Bourbon County Sheriff's Office thoroughly and expeditiously investigates complaints against agency employees who are credibly alleged to have breached good law enforcement practices, policies and procedures, orders and instructions, or criminal law. The Sheriff or his designee assigned to inquire into these matters endeavor to protect the rights of those making allegations, implicated employees, and witnesses.

Public confidence in this elected office is vital to the continued accomplishment of our mission. Both perception and actuality play a vital role in maintaining public trust. As a result, this agency diligently investigates allegations of wrongdoing made against any employee of this agency.

The Bourbon County Sheriff's Office strives to maintain an open channel of communication between the citizens we serve and our deputies and support staff. A major part of this communication is constantly reassuring those with a complaint that their voice will be heard, that we listen, and if a wrong has occurred, corrective action will be taken. To do otherwise invites other law enforcement agencies or citizen groups to conduct their own inquiries and pass judgment. In our community, we are expected to police ourselves, and always act professionally.

The public needs to know that we can be relied upon to investigate ourselves, correct deficiencies, and punish violators when necessary.

How does the complaint process work?

- 1) Complaints may be filed at the Bourbon County Sheriff's Office or by certified mail.
 - Complaints must be filed within 30 days after the date of the occurrence.
 - If the complaint is mailed; it must be mailed registered/certified attention *Internal Compliance Enforcement*.
 - Complainants must be at least 18 years of age. Complainants under the age of 18 must be accompanied by a parent or legal guardian. The parent will be the complainant and the juvenile will be the co-complainant.
 - The Bourbon County Sheriff's Office **does not** investigate complaints filed by 3rd parties, persons that are not actually involved in the incident.
 - Both sides of the Community Complaint Form must be completed; signed and notarized before the investigation begins. If this is not done the complaint file will be closed.
- 2) The complaint will be reviewed by the sheriff.
 - Complaints will be reviewed to determine if the complaint is appropriate for investigation.
 - Those complaints that are deemed appropriate for investigation will be investigated by the sheriff or his/her designee.
 - Once a complaint has been filed, the complainant must fully cooperate with the Bourbon County Sheriff's Office during the initial review process to avoid closure of his or her complaint.
- 3) The complainant will be contacted by the Bourbon County Sheriff's Office.
 - The complainant will be required to give a formal, verbal statement regarding the allegations listed in the complaint.
 - It is imperative that the citizen cooperates with the sheriff's office by providing a formal statement to ensure that the complaint is thoroughly investigated.
 - If a complainant does not provide a formal statement, the complaint file will be closed without further investigation.
- 4) The Bourbon County Sheriff's Office will investigate the complaint. This involves:
 - Taking formal statements from the complainant, officer(s), and witnesses
 - Retrieval of any documentation of the incident

- Retrieval of dispatch records, departmental videotapes (police vehicles and/or detention center), and officer logs
- Retrieval of any information that will enable the sheriff to arrive at an appropriate recommendation

5) Once the investigation is completed, the sheriff will review the findings for analysis.

6) After the file is reviewed by the sheriff; the sheriff will notify the complainant that an investigation was completed and that a date and time will be set up to discuss the findings of the investigation.

7) Following the meeting with the complainant, the deputy (ies) involved will be informed of the final investigation and what recommendation by the sheriff will take place.

Things to Remember

- Under Kansas law it is unlawful to make a false report to the police, hinder or interfere with an investigation, or provide false information to the police.
- If you have a charge pending before any Court, filing a complaint ***will not*** result in the charge being dismissed. The complaint process has no bearing on the court system. The matter must be resolved in court.
- Filing a complaint will not prevent police from conducting legitimate law enforcement related activities involving you or the area in which you live, work, frequent, or in the location in which the event complained of occurred.
- The Bourbon County Sheriff's Office is eager to assist you in any way possible. If you have any questions concerning the complaint process, please do not hesitate to call the office at (620) 223-1440.

BOURBON COUNTY SHERIFF'S OFFICE

COMMUNITY COMPLAINT REPORT

TIME and DATE OF OCCURRENCE				LOCATION OF OCCURRENCE			
CLASSIFICATION OF COMPLAINT				DISPOSITION			
COMPLAINANT'S NAME (PARENT) LAST		FIRST		RACE	SEX	DATE OF BIRTH	
HOME ADDRESS		CITY	STATE	ZIP CODE		TELEPHONE NUMBER	
EMAIL ADDRESS (OPTIONAL)				ALTERNATE TELEPHONE NUMBER (OPTIONAL)			
CO-COMPLAINANT'S NAME (JUVENILE) LAST		FIRST		RACE	SEX	DATE OF BIRTH	
HOME ADDRESS		CITY	STATE	ZIP CODE		TELEPHONE NUMBER	
EMAIL ADDRESS (OPTIONAL)				ALTERNATE TELEPHONE NUMBER (OPTIONAL)			
NAME OF DEPUTY SHERIFF / OFFICE STAFF COMPLAINED OF (If unknown, provide description of officer and type of duty performed, e.g., foot, auto, detective, etc.)				CHECK BADGE OR SERIAL NUMBER		ELEMENT OF ASSIGNMENT	
				<input type="checkbox"/> B			
				<input type="checkbox"/> S			
				<input type="checkbox"/> B			
				<input type="checkbox"/> S			

PLEASE PRINT DETAILS OF THE COMPLAINT *(Use reverse side of form if more space is required)*

I HEREBY CERTIFY THAT THE STATEMENTS GIVEN BY ME HEREIN ARE TRUE AND ACCURATE TO THE BEST OF MY PERSONAL KNOWLEDGE. I UNDERSTAND THAT MAKING UNTRUE DECLARATIONS TO PUBLIC SERVANTS OR UNTRUE STATEMENTS UNDER OATH OR AFFIRMATION ARE PUNISHABLE BY LAW AS A FELONY OR MISDEMEANOR. IF I DO NOT COOPERATE FULLY WITH THE COMPLAINT PROCESS, MY COMPLAINT WILL BE CLOSED WITH NO FURTHER ACTION OR CONTACT FROM THE OFFICE OF COMMUNITY COMPLAINTS.

SIGNATURE OF COMPLAINANT (PARENT) _____

SIGNATURE OF CO-COMPLAINANT (JUVENILE) _____

RECEIVING COMPLAINT			
RANK _____	SIGNATURE _____	BADGE # _____	DATE _____ TIME _____

CONTINUATION - DETAILS OF COMPLAINT

BOURBON COUNTY SHERIFF'S OFFICE NOTARY FORM

STATE OF KANSAS)

) ss.

COUNTY OF _____)

I, _____, of lawful age [18 years of age or older], being duly sworn upon oath state that I, the complainant named above, declare the facts contained therein are true according to my best knowledge and belief.

Complainant (Parent)

Co-Complainant (Juvenile)

On this _____ day of _____, _____, the above-named complainant personally appeared before me, a notary public, and declared that said complainant signed the above affidavit as his/her free act and deed, and for the purpose stated therein.

Notary Public

My Commission Expires: _____