

ADVISEMENT OF RIGHTS FORM

The City of Hammond Police Department does not endorse nor condone any wrongdoing against any of its citizens or any person who may have contact with the Hammond Police Department. This may include, but is not restricted to: a) the use of profane or abusive language; b) intentionally destroying or damaging the real or personal property of an individual; and/or c) an officer or civilian personnel exceeding his/her authority beyond any Hammond Police Department Rules and Regulations. The Hammond Police Department seeks to maintain a professional law enforcement agency by providing ongoing in-service training, maintaining a fair level of discipline, and allowing equal opportunity avenues for personal advancement. This form shall state the rights and responsibilities of any person who seeks to complain against the actions of any Department member.

You have the right to complain against the actions of any member or members of the Hammond Police Department. You may request to speak with the involved officer(s) immediate supervisor, or if unavailable, a Patrol Section Department supervisor. No one will attempt to discourage you from making a complaint, whether orally or in writing. If any Department supervisor seeks to discourage you from making a complaint, ask to speak to the next highest ranking supervisor. Each officer's name is public record, and no officer should attempt to hide or not state his or her name and Department identification number when asked. Furthermore, you may make a complaint against any Department member by visiting the Hammond Human Relations Department, located at Hammond City Hall, 5925 Calumet Avenue. At that time you will be able to make a complaint as if you were speaking to a member of the Police Department. If you need assistance because of a language issue, the intake supervisor or Hammond Human Relations personnel will seek further assistance with your complaint.

Upon receipt of this complaint, if follow up action is required, the Department will contact the complainant at a later time to continue the investigation. The Assistant Chief of Police and/or Chief of Police will then decide if the case should be assigned to H.P.D. Internal Affairs Section or to an outside agency or entity. Regardless of whether or not follow up action is required, this complaint form will be received and recorded by the Office of the Chief of Police. The Chief of Police or Assistant Chief of Police may at any time contact a complainant as a follow up to any complaint.

Along with any complaint, there is a corresponding duty on behalf of the complainant to report truthfully the circumstances surrounding the reported incident. Any information which is reported against any Department personnel which is later determined to be false or is intentionally reported to be false shall be investigated, referred to the Lake County Prosecutor's Office for review, and may become the subject of civil or criminal charges against the complainant.

I have read and understand this ADVISEMENT OF RIGHTS FORM:

Signed by Complainant: _____ Date: _____

Printed Name of Complainant: _____

PROCEDURES FOR FILING A PERFORMANCE REPORT

1. Individuals may file a report against any employee of the Hammond Police Department, if in your opinion, unprofessional behavior was exhibited while said employee(s) was performing assigned or unassigned duties.
2. The performance report form may also be used in commending an employee(s) for the professional handling of any situation.
3. Report forms will be available from the Shift Commander on duty and/or from the Hammond Human Relations Commission (3rd floor, Room 320). Assistance will be provided upon request.
4. Individuals will receive a duplicate copy of the report form when fully completed.
5. Individuals have up to 90 days from the date of the incident to file a report.
6. A new number for each report form filed will be assigned. This will be used as a reference for tracking and for inquiries regarding the report status.
7. If a report results in a Police Department internal investigation, individuals have the right to appeal the decision of the investigation to the Hammond Board of Public Works and Safety.

In the case of a complaint, action will be initiated within 72 hours from the filing of the report. For further information, you may call the Department of Internal Affairs at (219) 853-6368.

I understand the procedures outlined in filing a Hammond Police Department performance report form.

Name _____

Date _____

**Hammond Police Department
Complaint Form**

Report number: _____

Were there any witnesses to the incident? YES NO

1. Name: _____ Address: _____

Phone: _____

2. Name: _____ Address: _____

Phone: _____

Were you arrested as a result of this incident? YES NO

I swear or affirm that I have read the above statement and that it is true to the best of my knowledge, information and belief.

If the individual filing this report was not able to personally complete this form, identify individual who rendered assistance.

Name: _____ Address: _____

Phone: _____

Signature of Individual: _____

Signature of Shift Commander: _____

Shift Commander #ID: _____

And/or

Hammond Human Relations Commission: _____

Date Completed: _____

Time: _____

Department Copy Individuals Copy

Complaint Form Received from the Hammond Human Relations Commission.

Report Number: _____

Lined area for text entry consisting of multiple horizontal lines.