

Final Report of Investigation

Upon completion of any “formal” investigation a final report will be presented to the Sheriff. Based upon a review of the investigation and the recommendation of the investigating officer, the Sheriff will enter one of the following findings:

SUSTAINED:

The allegation is substantiated.

UNFOUNDED:

The allegation is false, or not factual.

EXONERATED:

The incident occurred, but the officer acted lawfully and properly

NOT SUSTAINED:

The allegation is not substantiated. There is not sufficient evidence to prove or disprove the allegation.

POLICY FAILURE:

acts did occur, but employee acted in accordance with established policy.

When an investigation substantiates a complaint of misconduct or wrong doing, the Department will take action ranging from counseling through removal.

Time Frame & Notification

The scope of investigation and the seriousness of the allegation are determining factors in how long an investigation will take. The Sheriff’s Department will make every effort to keep the complaining party informed as to the progress of the investigation. Anyone who files a complaint with the Department will be notified of the findings of the investigation. They will not be informed of any disciplinary action taken.

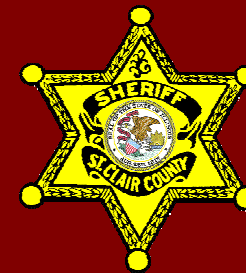
False Complaints

The Sheriff’s Department recognizes the need for the filing of legitimate complaints against officers as a means by which we can be held accountable to the public; however, the Department will also seek to hold members of the community responsible for the filing of false allegations against the police. In keeping with State law (50 ILCS 725/3.8) “anyone filing a complaint against a sworn peace officer must have the complaint supported by a sworn affidavit”

Mearl J. Justus
Sheriff

St. Clair County
Sheriff’s Department

700 North Fifth Street
Belleville, IL 62220
618-277-3505



Citizen
Compliment &
Complaint
Procedures

HONESTY

Our Commitment

The Sheriff's Department is committed to serving all people with respect, fairness and compassion. The Department makes every effort to protect the rights of all citizens and our employees by working hard to insure we carry out the police mission in a balanced manner. To demonstrate and protect this department's integrity, the Sheriff's Department will accept and investigate fairly and impartially all complaints of employee misconduct to determine the validity of allegations.

How Can I Compliment an Employee?

When you have the occasion to see an employee doing an outstanding job, we would like to hear from you. This can be accomplished by contacting the supervisor on duty, either in person or by phone, by writing a letter to the Sheriff or by e-mail at the "Contact Us" link on our web site:

www.mysheriff.us

Major James Lay - Chief Deputy

INTEGRITY

How do I File a Complaint?

Anyone wishing to file a complaint or make an inquiry with the Sheriff's Department can do so by contacting the Department via telephone or by speaking directly to the supervisor on duty. We recommend that you ask for the officer in charge when making contact. Our policy directs officers and other employees to refer your complaint to a supervisor.

On some occasions, such as a misunderstanding of a policy or procedure, a complaint can be resolved by the supervisor during the initial contact. We encourage our supervisors to work with everyone to resolve their concerns.

If a resolution at the supervisor level is not possible or the complaint is of a serious nature, a complaint may be filed using the Citizen Complaint Statement available from the on-duty supervisor or the web site 24 hours a day.

Major Thomas Knapp - Executive Deputy

SERVICE

Complaint Processing

After an initial complaint is made, a member of the command staff will be assigned to investigate. Internal investigations typically fit into two categories: informal investigations and formal investigations. Informal investigations are typically investigated by a supervisor and involve issues such as:

Discourtesy
Ineffective/Incomplete service
Insubordination
Unfair or Improper Discharge of Duty

More serious allegations will be handled by a senior member of the command staff as assigned by the Sheriff. These formal investigations involve issues such as:

- Criminal Conduct
- Excessive use of Force
- Violation of Civil Rights
- Corruption

Captain Steven Johnson - Chief Investigator