

City of Des Peres, Department of Public Safety

**Allegation of Misconduct Report**

A citizen can file a complaint allegation by contacting any Supervisor of the Des Peres Department of Public Safety, 1000 North Ballas Road, Des Peres, Missouri, 63131 or by telephone at 314-835-6200. If your complaint is in regard to a Supervisor you may contact a member of the Command Staff at the same address and telephone number. A copy of the complaint form is available on-line may be sent to you by mail or e-mail upon request.

**All Complaint and Allegations of Misconduct Are Investigated**

Whenever a complaint or allegation of misconduct is received, the Supervisor may request a written report of the complaint. Written complaints are preferred to provide full documentation of the complaint. A complaint by telephone shall be accepted and completed by a supervisor

*You may file a complaint anonymously; however, keep in mind that an anonymous complaint is extremely difficult to resolve.*

Complaint allegations of a minor nature are investigated by the Watch/Shift Commander. Allegations of a serious nature may be initially investigated by the Watch/Shift Commander and depending on the seriousness of the complaint, the report may be forwarded to the Director of Public Safety for investigation.

When a member of the department is assigned to investigate a complaint against a department employee the member will contact the complainants and any witnesses as soon as possible. Investigations may take several weeks depending on the complexity of the case. Investigators will make every attempt to conduct interviews with complainants, witnesses, or employees while conducting the investigation. The investigating officer may require written and/or recorded statements. The statements will assist the investigating officer in conducting a fair, impartial, timely and thorough investigation.

Allegations of infractions may be handled by the Watch/Shift Commander, with a copy of the complaint and results of the investigation are forwarded to the Director of Public Safety.

The results of any investigation and a conclusion of facts are forwarded to the Director of Public Safety for final review and, if warranted, appropriate action will be taken in accordance with the ordinances, rules and regulations of the City of Des Peres and the statutes of the State of Missouri.

The complainant will be notified of the finding of fact and the disposition of the complaint upon conclusion of the investigation.

Complainant's Name (print) \_\_\_\_\_

Address \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



