

KEEP IN MIND

1. If ticketed or arrested, and you believe you are not guilty of the charge, the accused needs to use the criminal court process.
2. It may take some time for a thorough investigation to be completed. Contact the Office of Professional Standards if you have questions regarding the status of your investigation.
3. A letter will be sent to your address, notifying you of the disposition. Due to State Law regarding personnel confidentiality, you will not be told of what, if any, training or disciplinary measures were taken as a result of your complaint.

DISPOSITIONS

Sustained – The allegation is substantiated; misconduct did occur.

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

Unfounded – The allegation is false, or not factual; no misconduct.

Exonerated – The incident occurred, but the employee involved acted lawfully and properly.

Misconduct Not Based on Complaint – Substantiated employee misconduct, not alleged in the initial complaint, but disclosed by the investigation.

IMPORTANT PHONE NUMBERS AND WEBSITES

Non-Emergency Number.....402-293-3100
Office of Professional Standards.....402-293-3106

Bellevue Police Department Website:

<https://www.bellevue.net/departments/police-department/welcome>

Office of Professional Standards Website:

<https://www.bellevue.net/departments/police-department/office-of-professional-standards>

Office of Professional Standards E-mail Address:

professional_standards@bellevue.net



BELLEVUE POLICE DEPARTMENT

INTEGRITY-COURAGE-SERVICE

Guidelines for Officer/Employee Complaints and Commendations

Office of Professional Standards

Phone: 402-293-3106

E-mail: professional_standards@bellevue.net

HOW TO MAKE A COMPLAINT

The Bellevue Police Department is dedicated to enforcing the law and serving our community's public safety needs. We ensure the highest level of professionalism throughout the Department by receiving and processing all reports of commendable performance, in addition to responding to citizen concerns regarding the performance and service provided by the Bellevue Police Department.

The Bellevue Police Department acknowledges the importance of an excellent relationship with the public we serve. Confidence and trust is essential for effective law enforcement. The function of the Office of Professional Standards is to ensure this relationship by providing citizens with a fair and effective avenue to address legitimate complaints while protecting employees from false charges of misconduct.

We conduct thorough and timely investigations of any employee misconduct. If you wish to make a complaint, you may generate a report using one of the following methods:

1. Complete on-line Officer/Employee Complaint/Commendation form.
2. Complete physical Officer/Employee Complaint/Commendation form and mail, email, or personally deliver to the Bellevue Police Department.
3. Speak with the on-duty Supervisor/Commander.
4. Call or e-mail the Office of Professional Standards.

See reverse for important phone numbers, websites, and e-mail addresses.

HOW TO COMPLETE COMPLAINT/COMMENDATION FORM

1. Enter date and time you are completing the form.
2. Enter your name
3. Enter your address. The disposition letter will be sent to this address.
4. Enter the best phone numbers to reach you. The Investigator will use these numbers to reach you if there are additional questions.
5. Enter your e-mail address. (Optional)
6. Enter your report number, if you have it.
7. Enter the date and approximate time of the event resulting in the complaint.
8. List the location (address) of where the event occurred.
9. List the names of all Officers/employees involved.
10. Enter names of any witnesses of event
11. Enter phone numbers of witnesses.
12. Place the completed form inside the addressed envelope and mail to or drop off at the Bellevue Police Department, 1510 Wall Street, Bellevue, Ne 98005
13. If completing the form on-line, click "submit". You may also e-mail a copy to the Office of Professional Standards.

COMMENDATION PROCESS

We celebrate our successes and would like to know if our employees went above and beyond. If you would like to thank a Police Officer/employee for a job well done, you may complete the on-line Officer/Employee Complaint/Commendation form. You may also complete the form and personally deliver, mail, or email to the Bellevue Police Department. You may also call or e-mail the Office of Professional Standards or call 402-293-3100, and ask to speak with the on-duty Supervisor/Commander.

COMPLAINT PROCESS

Allegations of misconduct may be investigated by the employee's Supervisor or the Office of Professional Standards. If applicable, the Investigator will contact you for more details. The Investigator will use various methods investigate the matter and complete a report on his/her findings. The report will be reviewed by the accused Officer(s) Captain, who will make a recommendation. The Chief of Police will then review the case and made a disposition decision. If there is a reporting party, that person will receive a certified letter advising of the disposition of the complaint. Keep in mind that all internal investigations are confidential and you will not be told of any discipline, counseling, or training required of the Officer/employee.