



Employee Commendation Procedure and Citizen Complaint Process

Commendation and Awards

The Hillsboro Police Department (HPD) recognizes outstanding employee performance through the use of formal commendations. Expressions of gratitude for services or actions by employees are greatly appreciated. Letters recognizing employees or citizens for their actions are encouraged and may be forwarded to the Chief of Police at:

Hillsboro Police Department
128 West Walnut Street
Hillsboro, Ohio 45133

The Chief of Police will determine the appropriate commendation. Examples of awards include:

Employee of the Month
Officer of the Month
Letter of Recognition
Letter of Appreciation
Exceptional Service
Commendation Award
Employee Community Service Award

Citizen Complaint Process

The goal of the Hillsboro Police Department is to provide the citizens of Hillsboro with the highest level of professional conduct possible. Our office will treat citizen complaints against employees very seriously. If we find evidence of misconduct, we will take proper action against the employee. Citizens can request to speak to a supervisor and complete a Personnel Complaint Form. You can pick up a form in the HPD lobby or can be downloaded from the City of Hillsboro website. <https://www.hillsboroohio.net>

After you file your complaint, the person or persons investigating it will contact you. This is to ensure that we have all the facts we need to complete the investigation. Every reasonable effort will be made to complete the investigation within forty-five (45) work days of the filing of the complaint. We will notify you of the outcome of the investigation no more than forty-five (45) work days of the filing of the complaint.

Caution: *Ohio Revised Code Section 2921.15* states, "no person shall knowingly file a complaint against a peace officer that alleges that the peace officer engaged in misconduct in the performance of the officer's duties if the person knows that the allegation is false." Violation of this law is a first-degree misdemeanor. You should be aware that we do not condone false or groundless complaints and if the charges are fraudulent, the accused employee has the right to pursue a criminal or civil action against you.



Hillsboro Police Department

Eric Daniels, Chief of Police

128 W. Walnut Street, Hillsboro, Ohio 45133

Telephone: (937) 393-3411 or Fax: (937) 393-3273



Personnel Complaint Form

| | | | |
|--|---------------|---------------|----------|
| Date Reported | Time Reported | Received by: | Report # |
| Complainant Information | | | |
| Name: | | Home Phone: | |
| Home Address: | | Mobile Phone: | |
| Witness Information | | | |
| Name: | | Home Phone: | |
| Home Address: | | Mobile Phone: | |
| Name: | | Home Phone: | |
| Home Address: | | Mobile Phone: | |
| Officer or Employee Information | | | |
| Name: | | Division: | |
| Occurrence Information | | | |
| Location: | | Date: | Time: |
| Allegation | | | |
| | | | |

Signature of Complainant

Date