



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

Written Verification to Complainant

EFFECTIVE DATE: 10/07/03 AMENDS/SUPERCEDES: 38.5 STANDARD NUMBER: 52.1.5	REVIEW DATE: 03/01/05 REVISION DATE: 03/01/05 APPROVED: <u> ** On File </u> <div style="text-align: center;">Sheriff Signature</div>
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38.5.1 Purpose

To provide the complainant a receipt and verification that their complaint has been officially received and to keep the complainant informed as to the status of the complaint investigation.

38.5.2 Rationale

Complainants making accusations against this Office or its members can be very apprehensive and fearful that their rights and interests may not be respected. Providing a written verification of the receipt of their complaint and, when appropriate, by providing them with status reports periodically helps to assure the complainant of this Office's objectiveness and sincerity in investigating complaints.

38.5.3 Policy

- A. The Sheriff's Office will furnish the complainant a written receipt acknowledging the lodging of the complaint.
- B. The Sheriff's Office will notify the complainant on the status of the complaint on a periodic basis when appropriate.
- C. The Sheriff or his designee shall notify the complainant in writing of the results of category I investigations and, in non-specific terms, what action was taken after approval of the Sheriff.
- D. This policy does not apply regarding anonymous complainants.

38.5.4 Procedure

- A. Written receipt: An official written receipt that acknowledges the filing of a

complaint will be handed, or otherwise sent, to the complainant. This receipt may be in the form of a signed and dated office letter or it may simply be a photocopy of the completed complaint form signed by the receiving supervisor.

B. Notification to Complainant - Status of Investigation

1. The Sheriff's Office will notify the complainant on the status of the complaint on a periodic basis.
2. The Sheriff or his/her designee, after briefing the Sheriff, and with his approval, shall notify the complainant in writing of the results of Category I investigations. In non-specific terms, the complainant will be informed as to the outcome of the investigation. A copy of the letter will be sent to and filed with the case by the Internal Affairs Section supervisor.
3. Complainants of Category II complaints shall be notified by the assigned supervisor, either in writing or verbally. Such notifications will be documented within the Category II investigation report.