



Portage Department of Public Safety

Administrative Review

Administrative Use	
<input type="checkbox"/>	<input type="text"/>
Classification	Assigned Number

Reference Number	
Case No.	<input type="text"/>
Citation No.	<input type="text"/>

PC - Personnel Complaint IA - Internal Affairs PR - Policy Review LS - Lawsuit PLD - Property Loss/Damage

Person Initiating/Reporting: _____ Anonymous Reporting Method: _____

Address: _____ Reported Date: _____

City, State, Zip: _____ Reported Time: _____

Telephone: _____ Cell Phone: _____ E-Mail: _____

Incident to Review: _____

Supervisor Receiving/Initiating Report: _____ Related Policy/Procedure: _____

Date of Incident: _____ Time of Incident: _____ Location of Incident: _____

*Employee(s) involved: _____ / _____ / _____ Unknown

*NOTE: Above listed employee(s) should be only those employees actually involved in the incident. Officers present but not involved should be listed in the details.

Details: (include witnesses and contact info. within the details section)

Immediate Notification of Director if: _____ Date/Time Notified: _____

Initial Actions Taken: Communications/Radio Preserved Photographs Statement(s) Taken Other Video MVR Preserved

Comments:

Recommendation of Supervisor receiving/initiating this report: _____ Vehicle Pursuit
 Use of Force

Patrol Lieutenant: _____ Initial Date Operations Deputy Chief: _____ Initial Date Directors Office for Assigned Number

EMPLOYEE RIGHTS AND RESPONSIBILITIES RELATIVE TO THIS INVESTIGATION

1. Employees have all rights granted to them by any labor agreement they fall under, or the personnel rules, as applicable.
2. Employees have all rights granted to them under existing laws.
3. When an employee is talked to by a supervisor about a complaint that has been received, the employee will first be advised of the complaint.
4. When an employee's labor agreement provides differently, an employee must answer questions narrowly and specifically related to the investigation as directed.

