



## Youngstown Police Department

### Office of Internal Affairs



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It is the policy of the Youngstown Police Department that all allegations of employee misconduct and all complaints against the Department be appropriately investigated and promptly adjudicated. This includes, without limitation, complaints originating from citizens, anonymous sources, and from within the Department. All accusations shall be thoroughly investigated to protect the integrity of the Department and its employees, thereby instilling in the public confidence in the Department.

In order to file a formal complaint of employee misconduct, the complaining party should contact the Youngstown Police Department's Internal Affairs Division by calling **330-742-8817**. A copy of a complaint form can also be downloaded on the City of Youngstown's website and emailed to Internal Affairs (instructions included on complaint form). Additionally, the complaining party can print the complaint form from the City's website and mail it to: **Youngstown Police Department Internal Affairs Division, 116 W. Boardman St., Youngstown, OH 44503**.

Once the complaint is received, a Supervisor will contact the complaining party. The complaint will be thoroughly investigated and all of the available evidence will be reviewed and taken into consideration. The complainant will be sent a conclusion letter by the Supervisor explaining the investigation and the outcome.

It is the goal of the Internal Affairs Division to complete investigations within 60 days; however, there are sometimes extenuating circumstances that prohibit such a timeline. All Internal Affairs investigations are conducted without undue delay but it is important to exercise patience and be cognizant that it may take an extended period of time to collect evidence and interview all of the parties involved. The complainant can check on the status of the case by calling the Internal Affairs Division during the investigation.

***FORM IS ON NEXT PAGE***

# Youngstown Police Department

Allegation of Employee Misconduct  
and/or  
Complaint Against Police Department

***Please fill in highlighted portions below.***

Complaint Number	<b>Date and Time</b>	Location of Interview
<b>Complainant's Name</b>		<b>Complainant's Address</b>
		<b>Telephone Number</b>
<b>Date of Occurrence</b>	<b>Time of Occurrence</b>	Type of Complaint
Officer(s) Involved		Officer(s) Component
<b>Witness(s) Name</b>		<b>Witness(s) Address</b>
		<b>Telephone Number</b>
<b>Narrative Statement of Complaint/Allegation</b>		
<b>Complainant's Signature</b>	Supervisor's Signature	Assigned To:

**Please mail/drop off to:** 116 W. Boardman St., Youngstown, OH 44503, ATTN: Lt. Butler  
**or email to:** LtButler@youngstownohio.gov