



## CLAYTON POLICE DEPARTMENT INQUIRIES AND COMPLAINTS



The Clayton Police Department strives to provide a level of service to exceed expectations. To ensure this level is met, the department encourages comments as to the performance of its various employees. Should an employee conduct him or herself in other than exemplary manner, a citizen may elect to file an inquiry or complaint with the department.

An inquiry or complaint may be made at any time. Additionally, complaints should be made within a reasonable time after the alleged misconduct occurred to help ensure evidence is still available and recollection of the incident fresh.

To ensure the integrity of the Department and to maintain the confidence of the public, all complaints against the Department or its employees will be thoroughly investigated.

The complaint review process is not intended to resolve issues surrounding traffic citations or arrests for which criminal charges have been issued: such matters are to be resolved through the court system.

The Department fully accepts its responsibility to investigate all legitimate, factual complaints against its employees. It cannot, however, preclude its employees from seeking redress through the civil courts to allegations which the citizen knows to be false, malicious or contrived. Department employees, like all citizens, have the right to legal recourse through the judicial system.

At the conclusion of each investigation into a complaint, a finding of fact will be issued with one of the following dispositions:

1. Sustained - Evidence sufficient to prove allegations.
2. Not sustained - Insufficient evidence to either prove or disprove allegations.
3. Exonerated - Officer(s) actions were lawful and proper.
4. Unfounded - Allegations have no bearing in fact.

To register a complaint either:

- Fill out the form which can be found on the department website [www.claytonmo.gov](http://www.claytonmo.gov) (Police Tab, Citizen Complaint Process) and present to the on-duty Watch Commander at the Clayton Police Department, 10 S. Brentwood, Clayton, Missouri 63105
- Contact the department at 314-645-3000 and ask to speak to the on duty supervisor
- Submit the form via the department's email at [civiliancomplaintprocess@claytonmo.gov](mailto:civiliancomplaintprocess@claytonmo.gov)

**CLAYTON POLICE DEPARTMENT  
INQUIRY AND COMPLAINT FORM**

**Complainant**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

**Employee Involved (if known)**

Name: \_\_\_\_\_

**Complaint**

Date and Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

\_\_\_\_\_

**Written Statement (attach additional sheets if necessary)**

**Statement:**