

INTERNAL AFFAIRS

The purpose of the internal affairs function is to establish a mechanism for the receipt, investigation, and resolution of officer misconduct complaints. The goal of internal affairs is to ensure that the integrity of the agency is maintained through a system of internal discipline where an objective and impartial investigation and review assure fairness and justice.

The internal affairs function or officer will investigate alleged misconduct by members of the agency and review the adjudication of minor complaints handled by supervisors. In addition, internal affairs shall receive notice of:

- (a) Any firearm discharge by agency personnel, whether on-duty or off-duty, unless the discharge occurred during the course of:
 - (1) a law enforcement training exercise;
 - (2) routine target practice at a firing range;
 - (3) a lawful animal hunt; or
 - (4) the humane killing of an injured animal;
- (b) Any discharge of an agency-owned firearm by anyone other than agency personnel;
- (c) Any use of force by agency personnel that results in injury to any person,
- (d) Any vehicular pursuit involving agency personnel; and
- (e) Any collision involving agency-owned vehicles. Upon receiving notification, the agency's internal affairs function shall document the incident and determine whether additional investigation is necessary.

An Internal Affairs function also has an obligation to investigate or review any allegation of employee misconduct that is a potential violation of an AG Directive or Guideline, a Directive/Directives issued by the County Prosecutor, the Peapack and Gladstone Police Department rules and regulations/General Orders, or any allegation that indicates the employee is unable, unwilling, or unfit to perform their duties. The obligation to investigate includes not only acts of misconduct that are alleged to have occurred while the subject officer was on-duty, but also acts of misconduct that are alleged to have occurred outside the employing agency's jurisdiction or while the subject officer was off-duty.

The Internal Affairs Unit of the Peapack and Gladstone Police Department takes all complaints seriously.

Every law enforcement agency within the State of New Jersey must accept reports of police misconduct from any person at any time. Every law enforcement agency within the State of New Jersey must have a policy consistent with the Attorney General's Internal Affairs Policy and Procedures, which provides that all citizen complaints involving police misconduct are readily accepted and fully and promptly investigated.

A member of the public who feels that he/she has witnessed or been the victim of police misconduct has the right to file an internal-affairs complaint against the employee(s)-in-question. The police have a duty to fairly, objectively, and thoroughly investigate all internal-affairs complaints.

All persons filing internal-affairs complaints have the right to courteous, professional, and fair treatment by the police.

A member of the public has the right to lodge a complaint regardless of the hour or day of the week. If the complainant cannot come to police headquarters, the police must meet the complainant at his/her home, work, or other mutually convenient location. In the event the complainant is unable for some reason to meet in person with the police, the internal affairs complaint can be made via telephone, U.S Mail or through email. Reasonable steps must be taken to accommodate a complainant who does not speak English.

A member of the public has the right to make his/her complaint anonymously. He/she does not have to be an American citizen to do so and cannot be required to produce identification or be accompanied by a citizen before a complaint will be accepted. The police cannot report a person to federal immigration officials in retaliation for the filing of an internal-affairs complaint.

A juvenile has the right to file an internal-affairs complaint, with or without the presence of a parent or guardian. A complainant has the right to be kept informed of the status of their complaint as well as the outcome of his/her complaint at the conclusion of the police investigation.

To report a complaint to Peapack & Gladstone Internal Affairs:

1. You may call (908-234-0626) at any time, speak to any officer, and report a complaint; or
2. Go to [www. http://www.peapackgladstone.org/](http://www.peapackgladstone.org/)
3. Click tab, on right, labeled "Internal Affairs"
4. Under "Additional Links" section, click "File A Complaint Against An Officer"
5. See the appropriate Appendix A "Sample Civilian Complaint Information Sheet"
6. Complete the Appendix B "Internal Affairs Report Form" in your respective language. (Please provide as much information as possible on report form).
7. Submit Appendix B form to internalaffairs@peapackgladstonepd.org or mail the form to PO Box 218 Peapack, NJ 07977 (addressed to Internal Affairs Unit).

Additional Questions:

May a person report misconduct over the phone?

YES. The Peapack and Gladstone Police Department Internal Affairs Unit will investigate all reported incidents, no matter how they are received.

May a person report misconduct anonymously?

YES. The person making the report may remain anonymous.

May a Juvenile report police misconduct without his parent or guardian?

YES. Age is not a factor in investigating police misconduct, and it will be investigated the same as if the complainant was an adult.

Will a person be asked their immigration status?

NO. The Attorney General's directive prohibits police officers in New Jersey from asking someone immigration status, unless that person have been arrested for a crime or driving while intoxicated.