



South Brunswick P.D.

www.sbpdnj.net

**South Brunswick
Police Department**

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To Serve & Protect

**Internal Affairs
Office of
Professional
Standards**



**South Brunswick
Township Police
Department**

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An informed public must have confidence that its police department honestly and fairly investigates and adjudicates all allegations of misconduct against its employees

Law enforcement, by its very nature, is often an unpleasant business. Police officers deal with many dangerous and desperate criminals in a climate of negativity, animosity and resentment of their presence. However, the stories of major crimes, arrests and related incidents usually covered in the news media represent only a part of the service that officers of the South Brunswick Police Department provide for the residents of the township of South Brunswick each and every day. Much more often, police officers interact with the public in a productive and helpful manner, where their professionalism, courtesy and courage are always appreciated and valued.

The South Brunswick Police Department recognizes that mistakes may be made and the actions of our officers may fall short of expectations. The Department has established rules and regulations and standing operating procedures governing the professional and personal conduct of employees and acceptable work performance standards. These guidelines are designed to protect the well-being and the rights of all citizens and employees. The Internal Affairs / Professional Standards function is to thoroughly investigate all complaints of misconduct by employees regardless of the foundation. Anyone who files a complaint will be treated with courtesy and respect.

As a citizen, you are encouraged to contact the Police Department if you have a complaint about the actions of a police officer or non-sworn employee if you believe their conduct was inappropriate or that they have violated the law. The Internal Affairs / Professional Standards staff can answer questions about actions of officers, initiate a complaint against an officer, and conduct investigations of police conduct. Although we encourage citizens to report police misconduct, complaints must be made in good faith. False or highly exaggerated complaints serve no good purpose for either the citizens or the officer and only tend to thwart our complaint-taking process. ***Anyone who willfully makes any false accusation for the purpose of discrediting a police officer may be prosecuted under the full extent of the law.***



*** Be sure to obtain the employee's name, employee badge number, date and location of occurrence, nature of complaint or type of commendable action or service. Commendations and complaints may become a part of the employee's personnel file.**

Mission Statement

The Internal Affairs / Professional Standards Function of the South Brunswick Township Police Department is responsible for ensuring that members of the South Brunswick Township Police Department meet the highest standards of professional conduct and are responsive to the public they serve.

The mission of Internal Affairs is to review officer involved critical incidents and investigate complaints received on sworn and non-sworn employees of the South Brunswick Township Police Department. Critical incidents include officer involved shootings, pursuits resulting in serious injury, or any incident resulting in serious injury or death of a person, regardless of any allegations of misconduct. In addition, all complaints of misconduct, whether received from residents or Department employees, are thoroughly investigated by Internal Affairs to ensure the integrity of the South Brunswick Township Police Department.

Only through fair, thorough and proactive investigations of alleged misconduct can Internal Affairs / Professional Standards accomplish the three objectives of our mission:

Protection of the Public: The residents of South Brunswick Township have the right to receive fair, efficient and impartial law enforcement. Any misconduct by department employees must first be detected, then thoroughly investigated, and finally, properly adjudicated to assure the highest standards of conduct.

Protection of the Employee: Employees must be protected against false and misinformed allegations of misconduct. This can only be accomplished through a consistently thorough investigative process.

Protection of the Department: The South Brunswick Township Police Department is often judged by the conduct of its individual

employees. It is imperative that the whole department not be criticized because of the misconduct of a few. An informed public must have confidence that its police department honestly and fairly investigates and adjudicates all allegations of misconduct against its employees.

Frequently Asked Questions

Who May Make a Complaint? Citizens and non-citizens alike may make complaints of inappropriate behavior or misconduct by members of the South Brunswick Township Police Department.

How do I Make a Complaint? Complaints against employees of the South Brunswick Township Police Department may be made by phone, E-Mail, from website, by letter, or in person. You may first contact the employee's supervisor, or take the complaint directly to the Police Headquarters, or an Internal Affairs Officer.

What Happens Next?

✓ Your complaint will be sent to a superior officer or a specially trained internal affairs officer who will conduct a thorough and objective investigation.

✓ You might be asked to help in the investigation by giving a detailed statement about what happened or providing other important information.

✓ All complaints against law enforcement officers are thoroughly investigated. You will be advised in writing of the outcome of the investigation.

✓ If our investigation shows that a crime might have been committed, the county prosecutor will be notified. You might be asked to testify in court.

✓ If our investigation results in an officer being charged with a violation of department rules, you might be asked to testify in a departmental hearing.

Respecting the rights of all citizens ✓ If our investigation shows that the complaint is unfounded or that the officer acted properly, the matter

will be closed.

✓ All disciplinary hearings shall be closed to the public unless the defendant officer requests an open hearing.

*** It is unlawful to provide information in this matter which you do not believe to be true.**

Investigations Can Have the Following Outcomes:

Unfounded: The investigation indicates the acts complained of did not occur or did not involve South Brunswick Township Police Personnel.

Exonerated: The investigation indicates the alleged act's did occur but were within the policies, procedures and guidelines as set forth by the Department.

Not Sustained: The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegations made.

Sustained: The investigation discloses sufficient evidence to clearly prove the allegation made in the complaint.

When a complaint against an officer is sustained, the report is sent to the Chief of Police for appropriate action. Discipline for infractions can occur in the following manner:

- Training and/or counseling
- Reprimand - oral/written
- Suspension from duty without pay
- Termination from the Department

How Do I Commend an Officer?

The South Brunswick Township Police Department is committed to rewarding officers and employees for commendable actions and service. Officers make every effort to perform their duties in a competent, courteous and professional manner. Frequently, many officers exceed the expectations of the public by providing exceptional service that

surpasses the norm. If you observe an officer performing their duties in a manner that you think is exceptional and reflects favorably upon the officer and the Department, then we encourage you to take a moment and tell us about it.

Officers take great pride in being recognized by members of the public when they have performed their duties in an exceptional manner. Perhaps more importantly, officers who receive such accolades and encouragement from the citizenry recognize how their efforts are appreciated. Such an encouraging atmosphere improves officer morale and encourages all officers to work harder to improve their individual performance and the quality of the services they provide to the public.

Anyone who feels that an employee has performed his or her duties in a particularly courteous, helpful or competent manner may commend the employee by:

- Writing a letter directed to the employee, the employee's supervisor, internal affairs / professional standards, or the Chief of Police.
- Telephone the commendation directly to the employee's supervisor, internal affairs / professional standards, or the Chief of Police.
- E-mail the commendation to:
jrusso@sbgpdnj.net

For additional information or questions please contact

Internal Affairs / Professional Standards

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