



ERIE POLICE DEPARTMENT



Erie Police Department Notice of Internal Investigation

TO:
FROM:
DATE:
REF:

This memorandum will serve as notification that an allegation of (insert nature of complaint here) has been filed. The complainant is: (insert name of complainant.)

Attached is a summary complaint with the details.

The acceptance of this complaint is the first step in the Internal Affairs Investigation process. You will be asked to submit to an interview during which you may provide the details of your involvement with this incident. You **MUST** avoid all contact with the complainant and/or witnesses except those unavoidable contacts in the performance of your duties. You are required to fully cooperate with the investigator and answer all questions completely and truthfully, unless the investigator notifies you the investigation is of a criminal nature. The investigator will be contacting you to schedule an interview time and place.

Acceptance of complaints against the Erie Police Department or individual members is necessary to ensure an opportunity for members of the community to comment on our performance. The Erie Police Department, by accepting the allegations, does not assume the truthfulness or validity of the complaint. A complete investigation is necessary for determining the merit of the allegations.

The investigation has been assigned to: _____