

## Racial Profiling

It is the policy of the Topeka Police Department to treat all persons having contact with the agency in a fair, equitable and objective manner, in accordance with the law and without consideration of their race, color, national origin or other individual characteristics.

Topeka Police Department officers are prohibited from initiating law enforcement action against any person based solely on a person's race, ethnic background, gender, sexual orientation or religion. Kansas Law (K.S.A. 22-4606 through K.S.A. 22-4611) prohibits the practice of racial profiling by any law enforcement officer.

If you believe that you may have been the subject of racial profiling as defined above, you may make a complaint to the Topeka Police Department or you may make a complaint to the Kansas Attorney Generals Office. To make a complaint to the Topeka Police Department please follow the process described for making a citizen complaint. To make a complaint to the Kansas Attorney Generals Office please contact them at:

785 296 2215 or  
120 SW 10th Ave., 2nd Floor  
Topeka, KS 66612

All complaints alleging racial profiling on the part of a Topeka Police Department employee will be thoroughly investigated. Violation of TPD policy prohibiting racial profiling will result in disciplinary action against the involved employee.

## DO YOU HAVE A COMPLIMENT OR COMPLAINT ABOUT POLICE CONDUCT?

The Partnership between all citizens of Topeka and their police department can ensure the best law enforcement available.

### HOW TO CONTACT US

Police Conduct Hotline  
785-368-9595

Professional Standards Unit  
785-368-9214  
785-368-9458 (fax)  
<http://www.topeka.org/tpd/>

Police Field Commander  
785-368-9551

Chief of Police  
785-368-9437

**Forms can be picked up and returned  
at the Topeka Police Department.**

**Professional Standards Unit is available  
M-F from 7:00 A.M. to 4:00 P.M. or  
by appointment.**

**The Field Commander is available 24  
hours a day, 7 days a week.**

# Topeka Police Department



# Compliment & Complaint Procedure

# DO YOU HAVE A COMPLIMENT OR COMPLAINT ABOUT POLICE CONDUCT OR BEHAVIOR?

This pamphlet explains what you can expect to happen if you file a complaint or wish to compliment a Topeka Police Officer.

People living and visiting in Topeka are valuable eyes and ears for our community and its police department. We respect your input, both good and bad. Whenever you see police actions you believe we should be aware of, please report them.

The police department takes your comments, compliments, and complaints seriously. We believe the public is entitled to efficient, fair, and impartial service. We investigate all allegations of employee misconduct and respond to inquiries about employee actions or department policy.

If you choose to make a complaint the department will follow a formal process to ensure that your complaint is thoroughly investigated.

Sometimes, people who have been arrested feel that they are not guilty of the charge and want to complain to the department. The guilt, innocence, or legality of an arrest are matters for the courts to decide and are not subject to the police complaint process. Pending criminal or traffic charges are not affected by the filing of a complaint. Only allegations of police misconduct are subject to the complaint process.

You may find it inconvenient or uncomfortable to come to the Law Enforcement Cen-

ter to complete a written complaint form. Several other avenues are available to you. You may also report your concerns by letter, by telephone, by e-mail, by website, or by fax. Please contact the Professional Standards Unit with any questions about how to proceed.

Some people do not feel comfortable making a complaint against a police employee because of language barriers, cultural differences, or other reasons. The Professional Standards Unit will assist you and provide the necessary resources in those circumstances.

The police department does accept anonymous information but prefers that you provide us with your identity. Anonymous reports are investigated only to the extent which the information allows. This may not be satisfactory to you or the department.

If you have a complaint or question we encourage you to contact the department as soon as possible after the incident occurs. While there is no time limit on when you can file a complaint, the sooner a complaint is filed and investigated the greater the likelihood of a successful conclusion.

Occasionally complaints arise from a lack of information or misunderstanding. Many complaints may be immediately resolved to a person's satisfaction by means of information and explanation. If you have a question about an interaction with the police department we encourage you to contact

us. If you are not satisfied with the verbal explanation, the incident will be documented on a complaint form and forwarded to the Professional Standards Unit for investigation.

## What to Expect:

Compliments, and the name of the individual who gave the compliment, will be released to the officer. These compliments may be relayed to the officer's supervisor, and can reflect good behavior in their yearly evaluation.

Once a complaint is received an investigator from the Professional Standards Unit will contact you and make arrangements to obtain a detailed statement about what occurred. The investigator will then conduct a thorough and objective investigation. Every effort is made to complete the investigation within 30 days; however, if the investigation will take longer, you will be notified.

At the conclusion of the investigation the results will be presented to the Chief of Police who will make a determination as to whether the employee(s) acted properly. If the allegation is proven, appropriate remedial action will be taken by the department. You will be notified in writing as to the disposition of the case. You will not, however, be told the nature of the discipline. Disciplinary actions against public employees are protected from public disclosure by Kansas State law K.S.A 45-221.