

## INVESTIGATION MEMORANDUM

**DATE:**

**To:** Civilian Police Review Board  
**From:** Jacqueline M. Hendricks, Inspector General  
**DIG Compliant Number#:**

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### I. Summary

(A brief overview of the complaint, investigation findings and recommendation(s)).

### II. Complaint Information

**Date of Incident:** (Date the incident occurred)

**Date of Complaint:** (Date complaint was received by the DIG)

**Type of Complaint:** (Misconduct or Excessive Use of Force)

**Complainant:** (Complainant's contact information)

**Case Manager:** (Investigator assigned to conduct the investigation)

**Due Date:** (Assigned)

#### Allegations 1:

(Describe allegation(s) and areas of concerns to be investigated by the DIG.)

### III. Officer(s) Information

(Name, rank, badge No#, division, or unit assigned, years of service, disciplinary history (if applicable) and any other information pertinent to the investigation.)

### IV. Analysis and Findings

(Details of the investigation and analysis of evidence, etc.)

#### Evidence Reviewed

##### a) Interviews



**b) Documents** (CPD directives, policies and procedures, laws, CPD records, body cameras, patrol cars video footage, etc. if applicable)

**V. Conclusion**

(Summary of allegations' findings and any additional findings identified.)

**VI. Recommendation(s)**

(To the Civilian Police Review Board for the Columbus Division of Police based on the findings of the investigation)

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Inspector General Signature and Date

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Civilian Police Review Board – Complaint Review Committee Chairperson Signature and Date

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Civilian Police Review Board Chairperson Signature and Date

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## Disposition of Citizen Complaint Allegations' Findings

- **Administration Closure:** The complaint was closed for reasons such as a noninvolved CPD Officer, a duplicate complaint, or insufficient information to investigate the complaint, etc.
- **Exonerated:** The investigation found evidence that the alleged incident(s) happened, and the incident(s) are supported by CPD policies, procedures and/or laws.
- **Not Sustained / Inconclusive:** The investigation revealed insufficient evidence to determine that the alleged incident occurred.
- **Sustained:** The investigation found evidence that substantiated the complainant's allegation and the alleged incident violated CPD policies, procedures and/or law.
- **Unfounded:** The investigation found no evidence that substantiated the complainant's allegation.
- **Withdrawn:** The complainant withdrew their complaint.

