

The Internal Affairs Unit of the Keyport Police Department operates in accordance with the New Jersey Attorney General's Guidelines on Internal Affairs Policy and Procedures. A copy of the guidelines can be found on the [New Jersey Attorney General's website](http://mcponj.org/wp-content/uploads/2020/09/IA-Guidelines-Revised-Aug-2020.pdf).

<http://mcponj.org/wp-content/uploads/2020/09/IA-Guidelines-Revised-Aug-2020.pdf>

Our Internal Affairs Unit accepts and documents all citizen complaints against law enforcement personnel employed by the Borough of Keyport.

Monmouth County Profession Responsibility Unit is responsible for investigating allegations of criminal acts committed by police officers. If a citizen's complaint about a police officer does not rise to the level of a crime or there is insufficient evidence to prove a crime was committed, the complaint is referred back to the officer's employer, the municipal police department, for an administrative investigation by the police department's internal affairs unit. If a police officer is found by his or her employer to have violated a department policy or rule during the administrative investigation, then the employer may discipline the officer. However, discipline rests solely with a law enforcement officer's employing agency. The Monmouth County Prosecutor's Office does not have the legal authority to impose administrative punishment on a municipal police officer. See *N.J.S.A. 40A-118*; *Borough of Stone Harbor v. Wildwood Local 59, Policemen's Benev. Ass'n of New Jersey*, 164 N.J. Super. 375 (App. Div. 1978); *New Jersey Attorney General's Internal Affairs Policy and Procedures*, revised July 2014.

Any citizen wishing to file a complaint may do so by downloading, filling out the Citizen Complaint Form electronically and submitting it online through email to the Chief of Police mkhafner@keyportpd.org. A link to the form is on this website. A complaint may also be submitted in person or via telephone by calling 732-264-0706.

The 4 A's of Internal Affairs

1. ANYONE – Any individual must be permitted to file an Internal Affairs complaint. It can be a victim, a friend of the victim, a parent, a juvenile (with or without parents), an illegal alien (we are not permitted to ask about immigration status) or it can be anonymous. ANYONE means ANYONE.

2. ANY WAY – An Internal Affairs complaint can be filed in ANY WAY. It could be filed by phone, by letter, written on a napkin, in person... Whatever is best for the person filing. We cannot make someone show up in person or swear the statement to initiate the complaint process.

3. ANY TIME – A complaint must be taken regardless of the hour or day of the week. At no time should a complaint be told to return later, even if the IA officer is unavailable. ANY law enforcement officer or civilian employee must take a complaint.

4. ANYTHING – As long as a complaint has sufficient factual information, the complaint must be investigated. It is predicated upon the victim's view of the situation.

***** LAW ENFORCEMENT MUST AVOID ANY LANGUAGE THAT IS DESIGNED TO DISSUADE SOMEBODY FROM FILING A COMPLAINT.**