

# POLICE DEPARTMENT

## TOWNSHIP OF MANALAPAN



**Michael Fountain**  
Chief of Police

120 Route 522  
Manalapan, NJ 07726  
732- 446-4300  
FAX: 732- 446-2876

### Internal Affairs / Citizen Complaints

The following information is provided to you by the Manalapan Township Police Department to inform you of the citizen / Internal Affairs complaint process. This agency strives to provide the finest law enforcement services to its residents, retailers, visitors, and travelers. We value your input and will fully investigate any and all complaints involving members of our police department.

As a citizen, if you believe you have been mistreated or have not received adequate service, you have a moral and legal right to express dissatisfaction with your police department. This will not only make you a responsible citizen, but your input will help to improve the department.

No member of the Manalapan Township Police Department will attempt to interfere or influence your right to complain about the service this department provides to you. Your complaint will be thoroughly and impartially investigated.

If you believe a member of this Department has acted improperly or has violated a Department Code of Conduct, a federal or state law, or an ordinance of the Township of Manalapan, you may file a complaint.

### INSTRUCTIONS FOR FILING YOUR COMPLAINT

What is a complaint – A complaint is a belief that a member of the Manalapan Township Police Department has violated Department Rules and Regulations, Code of Conduct, a federal or state law, or an ordinance of the Township of Manalapan. A complaint may also be filed if the reporting party feels dissatisfied with the service provided by a member of the Manalapan Township Police Department, or if they feel that they have been treated unfairly.

Who can file a complaint – In most cases, a complaint can be filed by any citizen or agent representing an aggrieved or injured party. However, the agent shall be limited to the following.

An attorney representing the aggrieved citizen  
The parent or guardian of a minor child  
A translator representing a non-English speaking complainant

Anonymous complaints will also be accepted.

Citizen Complainants may be filed at police headquarters, over the phone, via email, or traditional mail. All complaint reports are confidential.

\* EQUAL OPPORTUNITY EMPLOYER \*  
[www.manalapanpolice.org](http://www.manalapanpolice.org)

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When you file your complaint, please provide the following information to the supervisory officer (or investigator) writing your complaint or on the complaint form you are filing yourself:

Your personal information (full name, date of birth, address, phone number)

The date and time of the incident. Case or Summons number if known or applicable.

The nature of the incident. Reason for police contact. As much detail as known pertaining to the incident.

All parties involved, witnesses, records, photographs, and other evidence if available.

For further information on the Citizen Complaint Process, please contact:

Internal Affairs- Captain Leonard Maltese,

Administrative Division Commander

Main Phone: (732)446-4300

Office: (732) 446 – 8393

Mail: Manalapan Twp. Police Department 120 Route 522 Manalapan, NJ 07726

Or refer to the website [manalapanpolice.org](http://manalapanpolice.org) - Submit a Conduct Complaint