

POLICE DEPARTMENT

BOROUGH OF HIGHLANDS



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Internal Affairs Frequently Asked Questions

What is the function of Internal Affairs Unit?

The Internal Affairs Unit is responsible for receiving, processing, and supervising internal affairs investigations that involve allegations of criminal conduct and acts of misconduct made against members of our agency. The Internal Affairs Unit ensures that allegations made against members of the Highlands Police Department are thoroughly and objectively investigated to their logical conclusion. The Internal Affairs Unit maintains a comprehensive index of all complaints received which are submitted to the Monmouth County Prosecutors Office on a regular and annual basis.

What does the Internal Affairs Unit do?

The Internal Affairs Unit has the responsibility to investigate all allegations of misconduct by members of the department, and to review and adjudicate all minor complaints which are handled by supervisors. In addition, the Internal Affairs Unit will review all firearms discharges by Highlands Police Department personnel that are not related to training, all use of force incidents, all vehicle pursuits undertaken by our personnel and all collisions involving police department owned vehicles.

How do I file a complaint against an Officer or Employee of the Police Department?

Complaints will be accepted in person, by telephone, by letter, or email. It is preferred that the complaint be made in person by the individual who is directly involved in the allegation against the Highlands Police Department employee, so we can ascertain as much information as possible to effectively investigate the complaint. Once filed the complaint is reviewed by the Internal Affairs Supervisor and assigned to an IA officer. When filing a complaint call (732) 872-1158 and request to speak to the officer in charge for guidance on how to proceed with your complaint.

How are complaints investigated?

Your Complaint will be sent to a specially trained internal affairs investigator who will conduct a thorough and objective investigation. If the complaint alleges minor violations of departmental policies or procedures or the complaint alleges acts of discourtesy, the complaint will be forwarded to an Internal Affairs Officer for an investigation.

You might be asked to help in the investigation by giving a detailed statement about what happened or by providing other important information.

All complaints against law enforcement officers are thoroughly investigated. You will be advised in writing of the outcome.

If our investigation shows that a crime might have been committed, the county prosecutor will be notified. You might be asked to testify in court.

If our investigation results in an officer being charged with a violation of department rules or regulations, you might be asked to testify in a departmental hearing.

If our investigation shows that the complaint is unfounded or that the officer acted properly, the matter will be closed.

All disciplinary hearings shall be closed to the public unless the defendant officer requests an open hearing.

Do any other agencies investigate complaints made against the Highlands Police Department?

Yes, The Monmouth County Prosecutors Office conducts a review of any complaint that alleges a crime was committed.

What happens when the investigation is concluded?

Once the investigation is concluded, you will be advised of the outcome in written form. Complaints from the public, whether substantiated or not, increase the awareness of the leadership of this agency to actual or potential problems, as well as the perceptions of the community. This feedback will ultimately assist in determining whether the mission statement and goals of this agency are being attained