

AP006.5	 Ridgewood Police Department Policies and Procedures
Charging & Warrants: Warrants/Complaints <i>(Citizens Responsibility Form)</i>	
Effective Date: April 19, 1995	
Attorney General / Bergen County Prosecutor:	
Issuing Authority:	
Accreditation Standards:	
Last Updated: May 11, 2016	

The Municipal Court of the Village of Ridgewood requires that a “Responsibility Form” be completed prior to a private citizen signing a criminal complaint. This form has been in use for some time and will continue to be utilized. The following procedures shall be followed.

PROCEDURE

1. Prior to a citizen signing a criminal complaint the investigating officer shall complete the top of the “Responsibility Form” where it states: “Re; State of New Jersey vs. _____”.
2. The officer will give the form to the complainant to read and have them complete the required information. The complainant must sign the form.
3. The court date is to be filled in by the officer.
 - a. If the complaint is a Petty Disorderly, or Disorderly offense, and is to be heard in Municipal Court the court date shall be the next listed criminal court date (Same date on the complaint).
 - b. If the complaint is an Indictable offense to be heard in Superior Court then the officer should write “To be notified” in the space for the court date.
4. The “Responsibility Form” should be submitted along with the complaint and necessary reports.