

## **Citizen complaint form against an officer**

**Any complaints against a Tredyffrin Township Police Officer will be promptly and thoroughly investigated. In most cases, the investigation of a complaint will be completed within 30 days.**

**Depending on the nature of the complaint, the investigation is usually forwarded to the Lieutenant of the Patrol Division and or the Chief of Police. It also may require the assistance of an outside law enforcement agency. The investigator(s) assigned will interview the concerned parties and witnesses. He/she will record witness statements and gather other relevant information and evidence. If a complaint is sustained, appropriate discipline and/or corrective action will occur.**

**Complaints will not be investigated if the complaint is received more than ninety (90) days after the alleged incident, except if the complaint against the officer(s) involves an alleged criminal violation, or the complainant can show proper documentation or cause on why he/she refrained from making the complaint within the specified time designated by departmental guidelines.**

**You can fax or email your complaint to the following locations:**

**Attention Chief of Police @ Fax # 610-644-5394 or**

**Email: Police @tredyffrin.org**

**\*\*Note: Your report will be reviewed and you will be requested to come to the station for a formal interview.**

### **Personal Contact Information**

First Name

Last Name

Home Address:

  

City    State    Zip Code

**Work Address:**

  

City   State   Zip Code

Home Phone:  xxx-xxx-xxxx

Work Phone:  xxx-xxx-xxxx

Mobile Phone:  xxx-xxx-xxxx

**E-mail Address:**

**Complaint Information**

Choose which best describes you:

Date of Incident:

Time of Incident:  AM  PM

**Location of Incident:**

  

City:  State:  Zip Code:

**Explain Your Complaint:**  
(Please limit your complaint to 2000 characters):

 

**Results of the investigation will be classified in one of the following categories:**

**Unfounded (explanation)**

The investigation conclusively showed the incident complained of did not occur, or that the individual named in the complaint was not involved.

**Exonerated (explanation)**

The incident complained about did occur, but was justified, lawful and proper.

**Non-Sustained (explanation)**

The investigation failed to reveal enough evidence to clearly prove or disprove the allegation.

**Sustained (explanation)**

The investigation disclosed enough evidence to clearly prove the allegation.

The Chief of Police reviews all findings. When a finding of “sustained” is reported, the Chief will decide whether to take immediate corrective action or to forward the report to the commanding officer of the individual named in the complaint. Appropriate corrective action, which may include counseling, training, oral reprimand, written reprimand, suspension, demotion, or dismissal, may be taken.

The Chief of Police will make the final determination.

**Warning: Pennsylvania Crimes Code Title 18 specifically states**

**Section 4904: Unsworn falsification to authorities**

**A person commits a misdemeanor of the second degree if, with intent to mislead a public servant in performing his official function, he:**

- (1) Makes any written false statement which he does not believe to be true:**
- (2) Submits or invites reliance on any writing which he knows to be forged, altered or otherwise lacking in authenticity: or**
- (3) Submits or invites reliance on any sample, specimen, map, boundary mark, or object which he knows to be false**

**Statements “under penalty” – A person commits a misdemeanor of the third degree if he makes a written false statement or allegation which he/she does not believe to be true, on or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable.**

**\*\*Note: By clicking the “submit” button you acknowledge that you are aware of the seriousness of these allegations and making false statements may result in you being charged under section 4904 as listed above.**

**(SUBMIT)**

(Doc: 16 June 2009/jrb)