

CITIZEN COMPLAINT PROCEDURE AND FORMS

Dear Citizen:

The public's trust, confidence, and support are vital to successful police service. The public is entitled to have ready access to the police administration that is sworn to serve them. This access will help promote public understanding and acceptance of police procedures, and aid in the detection or correction of improper or undesirable practices.

The Bushkill Township Police Department has adopted a policy that provides a fair, orderly, and uniformly applied process for receiving, investigating, and resolving complaints of alleged police misconduct.

Complaints against Bushkill Township Police Department employees may be filed by contacting a police department supervisor and giving all details regarding the incident. The complaint will be promptly forwarded to the Chief of Police to review and assignment for investigation.

When the complaint investigation is completed, the Chief of Police will review the case and determine a course of action. You will receive a response by phone, mail, or in person regarding the disposition of the investigation.

Stanley Coopersmith, Chief
Bushkill Township Police Department

YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A POLICE OFFICER FOR ANY IMPROPER POLICE CONDUCT. THE BUSHKILL TOWNSHIP POLICE DEPARTMENT HAS A PROCEDURE TO INVESTIGATE CITIZENS' COMPLAINTS. THIS AGENCY MAY FIND AFTER INVESTIGATION THAT THERE IS NOT ENOUGH EVIDENCE TO WARRANT ACTION ON YOUR COMPLAINT; EVEN IF THAT IS THE CASE, YOU HAVE THE RIGHT TO MAKE THE COMPLAINT AND HAVE IT INVESTIGATED IF YOU BELIEVE THE OFFICER ACTED IMPROPERLY. CITIZEN COMPLAINTS WILL BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE YEARS.

Complainant Signature

BUSHKILL TOWNSHIP POLICE DEPARTMENT

CITIZEN COMPLAINT REPORT

Complainant Name: _____

Home Address: _____

Work Address: _____

Home Phone () _____ Work Phone () _____ Cell Phone () _____

Today's Date: _____ Date and Time of Incident: _____

Location of Incident: _____

Name(s) of Police Officer(s) Involved (if known) _____

Names(s) of Witness(s) _____, _____

Address(s) _____, _____

Phone () _____, () _____

Additional witness information attached.

Did you speak with a supervisor or officer in charge at the Bushkill Township Police Department regarding the incident? YES NO

Would you like to speak to a supervisor prior to making a formal complaint? YES NO

If you've already spoken to a supervisor, name of supervisor: _____

DO NOT WRITE BELOW THIS LINE – FOR DEPARTMENT USE ONLY

Supervisor's Comments:

Name of Supervisor or Officer in Charge receiving Complaint: _____

Copy to Complainant? YES NO Date _____ Employee Initials _____

Forwarded to Chief of Police: Date _____ Employee Initials _____

