



UPPER PROVIDENCE TOWNSHIP POLICE PERSONNEL COMPLAINT PROCEDURE

It is the policy of the Upper Providence Township Police Department to investigate all complaints made against the department or its personnel, thoroughly, completely and impartially. A transparent and open relationship between the public and the citizens we serve is essential for effective law enforcement efforts.

The Upper Providence Township Police Department process was developed to ensure citizens with a fair and impartial method to address legitimate complaints against department personnel and also to protect officers and employees from false charges/allegations of misconduct or wrongdoing.

If you choose to file a complaint against the department or personnel, we ask you to speak with a supervisor. The supervisor assigned to investigate the complaint will gather all necessary information to investigate your complaint.

If you choose not to speak with a supervisor, you are able to file a complaint by accurately completing the attached form. Please type or print neatly.

If you require assistance completing the complaint form you can call the on-duty supervisor. The supervisor will assist you with any questions you may have. When you have completed the form you can return it to the police department in the following ways:

- *Drop it off at the Police Department in an envelope.
- *Mail it to the Police Department at 935 N Providence Road, Media Pa 19063.
- *Email it to the Patrol Supervisor Sgt. Lawrence Baker: LBaker@upperprovidence.org

Once the complaint form is received a supervisor will be assigned. The supervisor will contact you by phone, email or mail to confirm receipt of the complaint. The Chief of Police will send you a letter advising you of the outcome of the investigation.



Personnel Complaint Acknowledgement

On _____, (Name) _____ filed a complaint with the Upper Providence Township Police Department regarding the conduct of _____.

The complaint was in reference to an incident which occurred on _____. The incident was document in report number _____. This form acknowledges receipt of the complaint.

You should be aware of the following:

- ◆ The Upper Providence Township Police Department takes all complaints of inappropriate conduct or wrongdoing seriously.
- ◆ The Department will investigate this allegation as an administrative matter (policy violation) unless there is a complaint or evidence to support a crime has been committed.
- ◆ Any complaint alleging a crime has been committed by a member of the department will be referred to the Delaware County District Attorney's Office for independent investigation.
- ◆ In administrative investigations, the burden of proof is preponderance of the evidence.
- ◆ Sworn statements may have to be taken from me or other persons witnessing the conduct.
- ◆ I will be notified of the outcome of my complaint upon completion of the investigation.
- ◆ I understand that the accused person has rights that the Department cannot violate during the Investigation.
- ◆ I have received a copy of the Personnel Complaint Report.
- ◆ If I have any questions, I can call the supervisor receiving the complaint.



UPPER PROVIDENCE TOWNSHIP POLICE DEPARTMENT CITIZEN COMPLAINT FORM

Complainant Information:

Name:

Last: _____ First: _____ Middle: _____

Home phone: () _____ Work phone: () _____ Cell phone: () _____

Date of Birth: _____ Male or Female (please circle)

Address:

Street: _____ Apt: _____

City/Township/Borough: _____ State: _____ Zip Code: _____

Incident Information:

Date: _____ Time: _____ Location: _____

Information regarding Police Officer or employee involved:

Name: _____ Badge#: _____

Name: _____ Badge#: _____

Witness Information (if any):

Name: _____ Phone: _____

Address: _____

All complaints against the department or personnel are fully investigated. Please tell us about the incident in the space provided below. Additional pages are provided if necessary. You are required to print, date and sign the acknowledgement below indicating your statement is true and correct and you understand that any false, misleading or untruthful statements are subject to prosecution.

I attest that the information contained in this complaint is true and correct. I understand that any false, misleading or untruthful statements are subject to prosecution under 18 Pa. C.S.A. Section 4904: Unsworn Falsification to Authorities, and Section 4906: False Reports to Law Enforcement and can result in criminal prosecution.



PERSONNEL COMPLAINT REPORT

PAGE ____ OF ____





PERSONNEL COMPLAINT REPORT (Continuation)

PAGE ____ OF ____





PERSONNEL COMPLAINT REPORT (Continuation)

PAGE ____ OF ____

