



CUMBERLAND TOWNSHIP POLICE DEPARTMENT

1370 FAIRFIELD ROAD • GETTYSBURG, PENNSYLVANIA 17325

PHONE (717) 334-3996 FAX (717) 334-8529

CUMBERLAND TWP. POLICE DEPARTMENT CITIZEN COMPLAINT FORM

The policy of the Cumberland Twp. Police Department is to investigate complaints of misconduct on the part of any Police Officer or employee of the Department. In order to allow proper investigation of alleged police/employee misconduct, the attached form must be filled out completely and **notarized** before it is submitted to the Department for review.

The completed form must be returned to a staff officer of the Cumberland Twp. Police Department (Sergeant, Lieutenant or Chief). The completed form may be the basis for an investigation of the allegations against the individual. The person making the complaint may be contacted by a staff officer or the Department's internal investigator for an interview, the formal taking of a statement, or clarification of the allegations.

It is the policy of Cumberland Township Police Department that Citizen Complaint Forms be **notarized** before they are submitted to the Police Department. No action can or will be taken on any Citizen Complaint Form that is not **notarized**.

It also should be noted that a person who knowingly makes false, untrue or malicious complaints may be subject to criminal prosecution. State Law states that a false report filed with a police agency may constitute a crime punishable by a fine or imprisonment as provided by law.

As a matter of policy, each person who makes a formal complaint against a Cumberland Twp. Police Department employee will be advised of the final result of the investigation. If you have any questions about the internal investigation policy or procedures, please contact the office of the Lieutenant at (717) 334-3996 ext.15

CUMBERLAND TWP. POLICE DEPARTMENT
CITIZEN COMPLAINT FORM

Complaint Number: _____

Complainant's Name: _____

Date of Birth: _____

Complainant's Address:

Street _____ City, State & Zip Code _____ Phone _____

Place of Employment _____ Address _____ Phone _____

Witness Information:

Name _____ Address _____ City/State/Zip _____ Phone _____

Officers Involved:

Name _____ Badge# _____ Name _____ Badge# _____

Location and Time Of Incident

Location of Incident _____ Date _____ Time _____

Description of Incident: Be as specific as possible (Use additional paper if needed)

The policy of the Cumberland Twp. Police Department is to investigate all complaints. If a false complaint or a complaint where the complainant knows that there are no reasonable grounds for such complaint are made, this can subject the complainant to criminal or civil penalty.

Complainant's Signature

Date

(COMMONWEALTH OF PENNSYLVANIA) ss

(COUNTY OF ADAMS)

I, _____, being first duly sworn on oath, state that I have read the foregoing Complaint and that the statements contained therein are true.

(Signature of Complainant)

Subscribed and sworn to before me this ____ day of _____, 200__.

Notary Public

FOR INTERNAL USE ONLY

Staff Officer Receiving the Complaint

DATE _____

Complaint able to be resolved at time submitted: Yes _____ No _____

Complaint requires additional follow up investigation: Yes _____ No _____

Chief's Office Use:

Reviewed By: _____ Date _____

Recommendation: _____

Investigation assigned to: _____

Date Investigation Completed: _____

Investigation Results: Unfounded _____ Exonerated _____ Not Sustained _____
 Sustained _____ Policy Failure _____

Investigator's Recommendation: _____

Investigative Results Sent to Complainant _____,
Date

Officer(s) _____
Date