

# Uniontown Police Department Citizen Complaint Form

It is the policy of the Uniontown City Police Department to accept and investigate all complaints of employee misconduct and wrongdoing. The Police Department is committed to providing law enforcement services that are fair, effective and impartially applied. In striving for a professional level of service, all employees are expected to adhere to the highest standards of official conduct and are expected to respect the rights of all citizens.

It is the intention of the Police Department to encourage public support and confidence through the assurance of fair and thorough investigation of all complaints, thereby leading to a positive relationship that facilitates the attainment of the Police Department's goals and objectives.

This form may be used to register a complaint against any officer of the Uniontown City Police Department whose conduct, behavior, or action is considered improper, unnecessary or inappropriate.

There are two types of complaints against an employee of the Uniontown City Police Department:

A NON-FORMAL complaint deals with officer conduct that does not rise to any illegal activity. Examples of this would be officer attitude, officer language, officer demeanor or police action. Non-Formal complaints must be signed.

A FORMAL complaint deals with serious offenses. An example would be officers violating Constitutional Rights of a person, committing assaults, or committing a crime. By filing a Formal complaint, you are agreeing to make yourself available to speak to the supervisor investigating the incident and to testify about the facts you provide if necessary. Formal complaints must be signed and notarized before filing them with the department.

A ranking member of the Uniontown Police Department will investigate both complaints and all complaints are taken seriously. After filing a complaint you will be notified in writing as to the status of the complaint when the investigation is complete.

Upon completion, the investigation will be forwarded to the Chief of Police who will review the findings, recommend disciplinary action and/or corrective action on sustained complaints.

The Chief of Police will categorize the complaint according to the following criteria.

**1. Unfounded**

When the investigation indicates the allegation is false or untrue.

**2. Exonerated**

When the investigation indicates the act occurred but the act was justified, lawful and proper.

**3. Not Resolved**

When the investigation discloses insufficient evidence to prove or disprove the allegations made.

**4. Sustained**

When the investigation discloses that the allegation is true.

When the complaint is sustained, appropriate discipline action and/or corrective action will occur. Discipline may be a letter of reprimand, suspension from duty without pay, or termination. Corrective action includes but is not limited to counseling, training, and special performance requirements.

Again, you will be notified in writing of the disposition of your complaint.

Please print or type all information clearly in the spaces provided.

Complaint type: (Circle one)                      **Non-Formal**                      **Formal**

Name \_\_\_\_\_ Toady's Date \_\_\_\_\_

Your Address \_\_\_\_\_

Phone \_\_\_\_\_ Original Report Number (If Known) \_\_\_\_\_

Location of Incident \_\_\_\_\_

Date / Time of Incident \_\_\_\_\_

Officer(s) Involved (if known) \_\_\_\_\_

\_\_\_\_\_

Witnesses to Incident (if any) – Include name, address, phone. \_\_\_\_\_

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## Complaint Summary

Please describe your complaint and the alleged actions of the officer(s) in question, providing specific details of the incident.

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What would you like to see happen as the result of your complaint?

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**I declare under penalty of law that the above information is true and based upon my personal knowledge of the events and actions described. I understand that any untrue statements intentionally made by me could result in civil and/or criminal action taken against me by either the Uniontown City Police Department, the employee subject to this complaint, or both.**

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

Form must be signed before a Notary if filing a **FORMAL** complaint only. Otherwise, sign and return this form to the department.

Sworn to and subscribed to before  
me this \_\_\_\_\_

Notary Public \_\_\_\_\_

My Commission expires \_\_\_\_\_

(seal)