



AMITY TOWNSHIP POLICE DEPARTMENT

2004 WEAVERTOWN ROAD
DOUGLASSVILLE, PENNSYLVANIA 19518

(610) 689-6002
(610) 689-9818 (FAX)

AMITY TOWNSHIP POLICE DEPARTMENT CITIZEN COMPLAINT PROCEDURE

Department policy:

The Amity Township Police Department will receive complaints in a courteous and impartial manner. No attempt will be made to dissuade a citizen from making a complaint.

What is a complaint?

A **complaint** is an allegation of misconduct by an employee, which if found to be true, could result in disciplinary action.

Who can make a complaint?

A complaint may be made by anyone who is dissatisfied with the conduct of the employees.

What type of complaints does the Amity Township Police Department recognize?

The Amity Township Police Department will investigate any and all complaints, whether in written or oral form and whether anonymous or signed by the complainant.

Who will do the investigation?

The complaint will initially be reviewed by the Chief of Police, who will then assign an appropriate investigator or conduct the investigation himself, depending upon the allegations.

What to expect?

Complaint investigations can be lengthy depending upon the number of witnesses and the seriousness of the allegations. The Amity Township Police Department will make every effort to complete investigations within sixty (60) days of receipt. Additional time is then required for review and determining a disposition of the allegations of misconduct. The complainant will be notified at the conclusion of the investigation.

How can I assist in making a complaint?

Complete a Citizen's Complaint Form, which is a written format to express your concerns. When making the complaint, provide as much information as possible, which will assist the investigator conducting the investigation.

How can I file a complaint?

You may file a complaint in person, by telephone, by e-mail, or by writing to:

Office of the Chief of Police

Amity Township Police Department - 2004 Weavertown Road, Douglassville, PA 19518

Telephone 610-689-6002 e-mail: amitypd@amitypd.org

Citizen Complaint Forms are also available by mail or in person at the

Amity Township Police Department - Monday-Friday from 08:00 AM until 4:30 PM.

AMITY TOWNSHIP POLICE DEPARTMENT PROFESSIONAL STANDARDS UNIT

PERFORMANCE INCIDENT REPORT

Report #:

Internal Control #:-

Officer / Person Making Report:

Name:	Badge #:
Address:	
City:	State:
Home Phone:	Work Phone:
Employer:	
Address:	

Action Requested:

Check One: [] Commendation [] Incident [XXX] Complaint

Nature of Incident:
Location of Incident:
Name and Badge # of Officer(s):
Date and Time of Occurrence:
Date and Time Reported:
How Reported:

Description of Incident

(use additional pages if needed)
Description of Injuries if any:
Witness if any:
Phone

Investigation Forwarded to:

[] Professional Standards [] Shift Supervisor [] Other

Signature: _____ Badge # _____ Date: _____

ATTACH COPIES OF ALL RELATED REPORTS AND ANY ADDITIONAL NARRATIVE BY WITNESSES AND INTERESTED PARTIES.