

MUNICIPALITY OF NORRISTOWN POLICE DEPARTMENT
CITIZEN COMPLAINT FORM

DIRECTIONS

Persons wishing to file a citizen's complaint may do so by using the options described below:

Option 1 (Take a Form)

Take a citizen complaint form which are available in the police lobby and in the Municipal Administrator's office. You may take the form with you, complete it and return to either Chief Mark Talbot or Municipal Manager Crandall Jones at 235 East Airy Street Norristown, Pa. 19401. If using this option please remember to sign on the bottom of page three.

Option 2 (Speaking with a Supervisor)

Stop by the police department at any time and ask to speak to a supervisor about filing a complaint. You will be greeted by a supervisor who will provide you with the citizen complaint form and provide guidance if requested in filling out the form. You will be asked about the nature of the complaint which will be used to assist in the investigation of the incident.

Option 3 (On-line Download)

Download a citizen complaint form from the municipal website (www.norristown.org), complete and sign it and return to either Chief Mark Talbot or Municipal Manager Crandall Jones at 235 East Airy Street Norristown, Pa. 19401.

PROCESSING THE COMPLAINT

All citizen complaints are processed in accordance with department policy. All complaints are forwarded to the Captain of Police who typically assigns the complaint to the Criminal Investigation Division (CID). A full investigation is conducted and findings are forwarded to the Captain and ultimately the Chief of Police. When appropriate, progressive disciplinary actions are taken.

If you have any questions regarding the citizen complaint process you may contact Captain Willie Richet at 610-270-0480.



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This complaint form may be made in person with the assistance of a police supervisor or you may take the form with you and return it when completed. Please completely fill in all fields and fully document the complaint and then sign the bottom of page three after the narrative. Use additional paper if needed for the narrative and attach to the complaint.

Complainant's Name: _____ Sex: ____ Age: ____ DOB: _____

Address: _____ Apt: ____ State/Zip _____

Home Phone: (____) _____ Work Phone: (____) _____

Cell Number: (____) _____ Other Phone: (____) _____

**INFORMATION ABOUT INCIDENT
(COMPLETED BY COMPLAINANT)**

TYPE OF INCIDENT: _____ LOCATION: _____

DATE OF INCIDENT: ____/____/____ TIME OF INCIDENT: _____ AM / PM

NAME OF OFFICER/EMPLOYEE (S) (IF KNOWN) _____

WITNESSES TO INCIDENT

NAME: _____ SEX: ____ AGE: _____

Address: _____ Apt: ____ State/Zip _____

Home Phone: (____) _____ Work Phone: (____) _____

Cell Number: (____) _____ Other Phone: (____) _____



Date Complaint Filed/Received (For supervisory personnel only) ____/____/____

Supervisor Name _____ Badge # _____

How complaint was received: _____

ACCUSED OFFICER/EMPLOYEE(S) INFORMATION
(To be completed by supervisor investigating complaint)

OFFICER(S) NAME: _____ BADGE: _____
EMPLOYEE

_____ BADGE: _____

Officer's shift supervisor: _____ Assigned Shift: _____
Employee's

Were other officers/employees present? Yes No (If yes, list names)

OFFICER(S) NAME: _____ BADGE: _____
EMPLOYEE(S)

_____ BADGE: _____

Were other departments involved? Yes No (If yes list officer(s) names & department)

OFFICER(S) NAME: _____ BADGE: _____

_____ BADGE: _____

What was the reason for the initial contact with the complainant?

Did officer make initial report? Yes No Incident report # _____

Traffic citation # _____ Non-Traffic Citation# _____

Were you present when complainant made written statement? Yes No

After this form is completed, you are to turn in this complaint and all related reports to the Chief of Police or Captain. This complaint shall be treated as **CONFIDENTIAL** and must not be discussed.

SIGNATURE OF INTERVIEWING SUPERVISOR

DATE