

COLLIER TOWNSHIP POLICE DEPARTMENT
2418 HILLTOP ROAD PRESTO, PA 15142
412-276-5051

CITIZEN COMPLAINT FORM

To Members of the Public,

The Collier Township Police Department is dedicated to providing the most professional public safety service to its citizens. Officers are selected and provided the best possible training in order to provide this professional service. However, you may have occasion to lodge a complaint against a member of the police department for their actions. As such, all complaints from the public will be investigated and the results conveyed to the complainant.

HOW ARE COMPLAINTS MADE?

When a citizen lodges a complaint against a member of the police department the attached form must be thoroughly completed, signed and notarized. The form will be required to be returned in person at 2418 Hilltop Road. The complaint will be given to the Chief of Police who may require a supervisor investigate the complaint. During the course of the investigation, you (as the complainant) may be requested to submit to a polygraph examination. Once the complaint has been investigated, you will be notified by mail that the investigation has been completed and advised as to the disposition of your complaint.

There are four (4) classifications of findings; their definitions follow:

SUSTAINED: The investigation disclosed sufficient evidence to prove the allegations made in the complaint.

NOT SUSTAINED: The investigation failed to discover sufficient evidence to clearly prove or disprove the allegations made in the complaint.

EXONERATED: The acts complained of did occur, but were justified, lawful, and proper.

UNFOUNDED: The investigation indicated that the acts complained of did NOT occur or failed to involve police personnel.

FALSE COMPLAINTS:

While it is critical for members of the public to voice their legitimate concerns and complaints, police officers are afforded due process rights. To that end, malicious, false, highly exaggerated and frivolous complaints serve no purpose and thwart the complaint process. Any false, misleading or untrue statements or allegations made in relation to any employee of the police department may lead to civil sanctions and criminal prosecution for a violation of PA Criminal Code 4903 False swearing, 4904 Unsworn falsifications to authorities and/or 4906 False reports to law enforcement authorities.

WHAT IF YOU ARE NOT SATISFIED WITH THE FINDINGS?

If you are not satisfied with the results of the investigation, you may appeal to:

1. President of the Collier Township Board of Commissioners
2418 Hilltop Road, Presto, PA 15142
2. The Office of the District Attorney of Allegheny County
Located in the County Court House in Pittsburgh, if criminal charges are to be filed.
3. The Pittsburgh Office of the Federal Bureau of Investigation
Located in the Federal Building in Pittsburgh, if civil rights violations are to be filed.

The Collier Township Police Department is vitally interested in the welfare of all of its citizens and in taking action when its employees have proven derelict in their duties or are guilty of wrongdoing. If it becomes necessary for you to make a complaint, you can be assured it will be given a fair and thorough investigation. By the same token, if you have occasion to see a police officer doing outstanding work, tell him or us about it. The Collier Township Police Officers are professionals dedicated to serving the citizens of our community and to making Collier Township a safe and peaceful community.

To file a complaint, please complete the attached complaint form and return it to the Chief of Police.

Respectfully,

Collier Township Police Department Administration

COLLIER TOWNSHIP POLICE DEPARTMENT
COMPLAINT FORM

1. NAME	FIRST		M.I.	LAST
2. HOME ADDRESS	STREET/P.O. BOX			
	CITY		STATE	ZIP CODE
3. REMARKS	Provide a detailed narrative of the incident. If the complaint involves verbal abuse or rudeness, state the specific term, phrase, or language you considered to be offensive. If the complaint concerns dissatisfaction with an investigation or other police service, explain what action or omission was unacceptable. If additional space is needed, use the next page.			
<p>The undersigned hereby verifies that the statements made in the foregoing complaint are true and correct to the best of your knowledge, information and belief. I understand that false statements herein are made subject to the penalties of 18 PA C.S. 4904 relating to Unsworn Falsification to Authorities.</p>				
4. SIGNATURE			5. DATE	

3.

REMARKS – CONTINUATION

DISPOSITION	<input type="checkbox"/> SUSTAINED	<input type="checkbox"/> UNSUSTAINED	<input type="checkbox"/> EXONERATED	<input type="checkbox"/> UNFOUNDED
-------------	------------------------------------	--------------------------------------	-------------------------------------	------------------------------------

COLLIER TOWNSHIP POLICE DEPARTMENT

CITIZEN'S COMPLAINT

NOTARY VERIFICATION PAGE

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not to the truthfulness, accuracy or the contents of that document.

State of _____

County of _____

On _____ before me, _____

Date _____

Name & Title of officer _____

_____, personally appeared _____

Complainant Name _____

Who proved to me on the basis of satisfactory evidence to be the person whose name are
subscribed to the within instrument and acknowledged to me that they executed the same in their
authorized capacity, and that by their signature on the instrument the person, or the entity upon
behalf of which the person acted, executed the instrument.

I certify under penalty of perjury under the laws of _____
State _____
that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Printed Name

Signature

[SEAL]
