

Ford City Borough Citizens Complaint Form

1000 4th Avenue, P. O. Box 112 Ford City PA, 16226 (724)-763-3081

Nature of complaint: (Please check one):

Fire Dept. Street Department. Borough Office. Police Dept.

Why a Complaint Form?

Citizens have a right to register complaints regarding the conduct of Borough employees. Citizens also have a right to complain about policies and procedures of the Borough. This form exists to document citizen complaints and the response of the Borough. This process is designed to improve Borough services for all residents and property owners.

Impartial Review and Fairness...That's the Goal!

Ford City Borough adheres to a policy of investigating all allegations of misconduct or complaints regarding employees, policies or procedures of the Borough. The goal of the Borough is to ensure that objectivity, fairness, consistency and justice is achieved by a thorough and impartial investigation and/or review of your complaint. All complaints will be resolved in a timely manner or as soon as possible. You will be notified of the findings of this investigation and/or review. However, the Borough cannot, by law, discuss any individual personnel actions that may result from your complaint.

Complaint Form/Instructions:

1. Type or Print clearly in dark ink.
2. Complete entire form. (Incomplete or unclear forms will be returned.)
3. Enclose copies, not originals, of important papers concerning your complaint.
4. Complaint must be filed within thirty days of the incident occurring.

Person Filing Complaint

Name _____ Date of Birth (optional) _____

Address _____

Home Telephone _____ Email _____

Person/Officer/Entity you are complaining about (Badge No./vehicle No) _____

Person/Officer/Entity you are complaining about (Badge No/vehicle No) _____

Date of Incident Time of Incident _____

Location of Incident _____

Please check statements that applies to Issues

- Officer(s) or Borough Employee(s) did not conduct themselves in a professional manner.
- Officer(s) or Borough Employee(s) communicated bias based upon race, gender, national origin, religion, sexual orientation or disability.
- Officer(s) used excessive force
- Other _____

Please explain in your own words the particular description of the acts and conduct of officer(s) or borough employee which gives rise to your complaint. Attach additional sheets if necessary.

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