

Ford City Borough Citizens Complaint Form

1000 4th Avenue, 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.
5. File complaint form with the Borough Office (Keep copy for your records).

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 himself or herself 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 officers(s) or borough employee Which gives rise to your complaint. Attach additional sheets if necessary.

Witnesses to this incident (if any):

(1) Name _____ Contact Telephone _____

Address _____

(2) Name _____ Contact Telephone _____

Address _____

The Police Department or Borough Council should respond in writing or email to this complaint within 30 days of receiving this complaint. This form is not a legal document. It is to be used to help formulate and collect information.

MAKING FALSE STATEMENTS ARE PUNISHABLE AS A MISDEMEANOR PURSUANT TO PENNSYLVANIA CRIMES CODE.

Signature of Complainant (or parent/guardian if Complainant if under 18 years of age) *Do not sign until at Borough Office.*

_____ Date: _____ Time: _____

FOR INTERNAL USE ONLY: To be completed by the Department Head or Council Designee.	
Date/Time Complaint Received by: _____	Given To: _____
Date/Time Received by: _____	Routed To: _____
Date Complainant Notified: _____	Routed To: _____

Make (3) copies – (1) for complainant, (1) to file with the Mayor, or Fire chief, or Council President (1) to file with all other complaints received. *Handle all papers when received. Make sure statement is signed in front of a reliable witness.*

Findings: _____

Date: _____ Time: _____ Signature of Borough Official _____