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## ***RADNOR TOWNSHIP POLICE DEPARTMENT***

301 Iven Ave., Wayne, PA 19087

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### **Complaint Form**

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It is the policy of the Radnor Township Police Department to investigate all complaints made against the department or its personnel, thoroughly, completely, impartially, and without bias. A proper relationship between the department and the citizens we serve, fostered by trust and confidence, is essential to effective law enforcement efforts.

The Radnor Township Police Department complaint process has been developed to ensure this proper relationship provides people with a fair and effective method to address complaints against department personnel and officers as well as to protect officers and employees from false charges of misconduct or wrongdoing.

The Department would prefer you speak with the Integrity Control Officer (ICO) or a supervisor when you file a complaint. We do this to ensure that we obtain all the necessary information that we will need to fully and impartially investigate your complaint, as well as expedite the resolution of any complaints.

If you prefer not to speak with the ICO or a supervisor, you may choose to file a complaint against an employee or officer by fully and accurately completing the attached complaint form. We ask that you print neatly or type the form if possible. An electronic version of this form is available online at the Radnor Township website, if you prefer to utilize that format.

If you need help with the complaint form, which is attached, you can call the Integrity Control Officer at 610-688-0503. The Officer will assist you with any questions you may have. When you have completed the complaint form, you can return it to the Radnor Township Police Department in any of the following ways:

- Drop it off at the Radnor Police Department front desk sealed in the attached envelope;
- Give it to any Radnor Township Police Department officer or employee sealed in the attached envelope;
- Mail it to the Police Department in the attached envelope;
- Mail or hand deliver to the Township Manager or Office of the Township Manager located in the Administration section of the Township Building.

The Radnor Township Police Department will assign your complaint to the ICO or his/her designee to investigate. The ICO or his/her designee will contact you and send you a receipt for your complaint. You can contact the ICO or his/her designee at any time to follow the progress of your complaint. The Superintendent of Police or ICO will send you a letter notifying you of the conclusion of the investigation and any action taken.

We take your concerns regarding members of our Department seriously, and we hope that all future contacts with members of our Department are positive.



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**Personnel Complaint Report Receipt**

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On \_\_\_\_\_, (Name) \_\_\_\_\_  
filed a complaint with the Radnor Township Police Department concerning the conduct of  
\_\_\_\_\_.

This was in reference to an incident which occurred on \_\_\_\_\_ and was documented  
in report/citation number \_\_\_\_\_. This form acknowledges receipt of the complaint.  
You should be aware of the following:

1. The Radnor Township Police Department investigates all complaints in an impartial manner.
2. The Department will investigate this allegation as an administrative matter (violation of Department policy) unless there is evidence that a crime was committed.
3. Sworn statements may have to be taken from me or other persons who might be witnesses.
4. I will be notified of the status of my complaint during the course of the investigation and, at the conclusion, I understand that the Superintendent will notify me of the outcome.
5. The accused officer or employee has rights that the Department cannot violate during the investigation.
6. I have received a copy of the completed initial Personnel Complaint Report.
7. If I have any further questions, I can call and speak with the supervisor listed herein.

\_\_\_\_\_  
Signature of person filing the complaint

\_\_\_\_\_  
Date

Supervisor receiving complaint

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Time Received: \_\_\_\_\_

**We will provide you a copy of this form and your complaint**





PERSONNEL COMPLAINT REPORT - Continuation  
PAGE \_\_\_\_\_ OF \_\_\_\_\_  
COPY IF ADDITIONAL PAGES ARE NEEDED

Officer/employee's name: \_\_\_\_\_

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I declare this to be a true and correct report and the information therein to be accurate. I further understand that I may be criminally charged for filing a false report, under 18PA, C.S. #4904, relating to Unsworn Falsification to Authorities and 18PA, C.S. #4906, False Reports to Law Enforcement Authorities.

\_\_\_\_\_  
Printed name of person filing complaint

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person filing complaint