



Jenkintown Police Department

Jenkintown, Pennsylvania

Phone: (215) 884-1202
Fax: (215) 885-3059

Chief Thomas M. Scott

700 Summit Avenue
Jenkintown, PA 19046

CITIZEN COMPLAINT PROCEDURES

The goal of the Jenkintown Police Department is to improve the quality of services provided, to promote a high level of public confidence, and to enhance and maintain the professional integrity of this department and its members. That is, the Jenkintown Police Department and its members strive to perform their duties within the boundaries of established contemporary legal and ethical standards. The Department has established and promoted these standards through clear, written policy statements and rules and regulations, and through the thorough and impartial investigation of all allegations of misconduct or complaints regarding the directives of the department.

A formal procedure to receive, document, and investigate all citizen complaints allows the department to monitor and enforce standards, and is the administrative statement that behavior deviating from these adopted standards will not be tolerated. With a meaningful and effective procedure for handling citizen complaints, we believe citizen confidence in the integrity of the department and its employees will be achieved and maintained.

It is the policy of The Department to accept, document, review, and investigate all instances of alleged misconduct or complaints regarding the directives or procedures of the department and equitably determine whether the allegations are valid or invalid and take appropriate subsequent action. All allegations of misconduct will be investigated regardless of whether initiated by citizen complaint, external agency, internal allegation, or internal administrative review.

It should be understood that the department expects and receives the highest degree of integrity from its members, and accordingly presumes, unless evidence is discovered to the contrary, that all employee actions are performed in good faith.

PROCEDURE FOR FILING A COMPLAINT AGAINST POLICE

1. All citizen complaints pertaining to departmental policies or procedures, or that allege office misconduct, shall be documented and investigated by The Department. Citizens who have complaints should expect attention. All complaints shall be accepted in a courteous, understanding, and professional manner. Complaints may be submitted to the Jenkintown Police Department in person or in writing.



**JENKINTOWN POLICE DEPARTMENT
COMPLAINT AGAINST DEPARTMENT MEMBER**

700 Summit Avenue
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Phone: (215) 884-1202
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CITIZEN COMPLAINT #:

DATE OF REPORT:

Rev: 10/15

Name of Complainant (Please Print):

Date of Birth:

Social Security #:

Address:

Home Phone:

2nd Phone:

Location Where Incident Occurred:

Incident Report #:

Incident Date / Time:

Names of Person(s) You Are Complaining About, If Known:

1.

2.

3.

4.

Have You Reported This To Anyone Previously?

☐ Yes ☐ No

If so, Whom:

Date:

PERSONS WHO ACTUALLY SAW EVENT

Name	Address	Phone Number
	Home:	
	Home:	
	Home:	
	Home:	
	Home:	

PRINT SUMMARY OF OCCURRENCE

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(Summary Continued on Reverse Side)

Person Receiving Complaint:

Badge #:

Person Completing Summary:

Date:

Time:

Assigned To:

Professional Standards Investigation Use Only:

Date:

Time:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Please Read Before Signing: I understand that it is a violation of PCC §4904 relating to Unsworn Falsification to make any written false statement which I do not believe to be true. In the event the report is proven to be false, the information may be used for possible criminal or civil prosecution.	Signature of Complainant:
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Signature of Complainant:

To Complainant:

Mailing Address:

Telephone: (215) 884-1202