CITY OF PITTSFIELD
POLICE DEPARTMENT

CITIZEN COMPLAINT FORM

Internal Affairs Policy: It is the policy of the Pittsfield Police Department to:
Investigate all complaints, including anonymous complaints, against the department
or a member of the department, regardless of the source of such complaints,
through a regulated, fair, and impartial Internal Affairs Program; Determine whether
or not such complaints are valid; and take appropriate action.
(A copy of the Department's full Internal Affairs Policy [Policy # 4.01] is available by
making a written request to the Office of the Chief of Police.)

Process:

1. All Citizen Complaint Forms will be received in person, by the Officer in Charge
   of the Front Desk, or by mail, by the Office of the Chief of Police.

2. Upon receipt of a completed Citizen Complaint Form, the complainant will be
   provided with a copy, including the receiving officer's signature, the date and
time.

3. All completed Citizen Complaint Forms will be forwarded, via the Chain of
   Command to the Office of the Chief of Police, for review and appropriate
   assignment of the investigation.

4. All complaints shall be investigated.

5. Within sixty (60) days of receiving a completed complaint, the Department shall
   notify the complainant, in writing, of the status or conclusion of the investigation.

6. If no misconduct is determined, the respondent officer shall be exonerated.
   Nothing in these procedures shall be construed to deny a police officer any Civil
   Service rights they shall have under the laws of the Commonwealth.

7. If misconduct is determined, the Chief of Police shall follow the procedures as
   mandated by MGL C. 31.

8. A member of the Police Department may be punished by the Chief of Police by
   reprimand, forfeiture of pay, being required to serve extra tours of duty without
   pay, suspension without pay, reduction in rank, or dismissal from the Department
   as provided in the City Ordinances and the Laws of the Commonwealth of
   Massachusetts.

Questions regarding the Citizen Complaint process, or the status of any ongoing
complaint should be directed to the Office of the Chief of Police at (413) 448-9717.

“DEDICATED TO EXCELLENCE”
CITY OF PITTSFIELD
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CITIZEN COMPLAINT FORM

DATE: ______________________

NAME: ____________________________ DOB: ______________________

ADDRESS: ______________________________________________________

PHONE (primary): __________________ PHONE (secondary): ____________

EMPLOYEE COMPLAINED ABOUT: ______________________________________

RANK/ID #: ______________________ VEHICLE #: ______________________

NATURE OF COMPLAINT: ____________________________________________

______________________________________________________________

(Use additional space on the back of this form if necessary)

WITNESSES:

NAME: ______________________________
ADDRESS: ______________________________________________________

PHONE (primary): __________________ PHONE (secondary): ____________

NAME: ______________________________
ADDRESS: ______________________________________________________

PHONE (primary): __________________ PHONE (secondary): ____________

SIGNATURE OF PERSON COMPLETING COMPLAINT: ______________________

______________________________________________________________

RECEIVING OFFICER (NAME/ID #): __________________
DATE/TIME: ________________________________

COMMENTS, OBSERVATIONS, FOLLOW-UP BY INTAKE OFFICER: ________

______________________________________________________________

COMPLAINT #: _______________________________

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ADDITIONAL INFORMATION

"DEDICATED TO EXCELLENCE"

Form 1

August 2008