

Police Department Village of Pleasantville

80 Wheeler Avenue - Pleasantville, New York 10570 (914) 769-1500 Fax: (914) 769-7049



PERSONNEL COMPLAINT PROCEDURE

It is the policy of the Pleasantville Police Department to investigate all complaints made against the department or its personnel thoroughly, completely and impartially. A proper relationship between the department and the citizens we serve, fostered by trust and confidence, is essential to effective law enforcement efforts.

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

The department would prefer you speak with a supervisor when you file a complaint. We do this to ensure we obtain all the necessary information, as well as expedite the resolution of complaints. If you do not want to speak with a supervisor, you are still able 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 www.pleasantville-nv.gov if you prefer to utilize that format.

If you need help with the attached Complaint Report, you can contact a Lieutenant by calling the Police Desk at (914)769-1500. The Lieutenant will assist you with any questions you may have. When you have completed the Complaint Report, you can return it to the Police Department in any of the following ways:

- Drop it off at the Pleasantville Police Department front desk, sealed in an envelope;
- Give it to a Pleasantville Police Department officer or employee, sealed in an envelope;
- Fax: our fax number is (914)769-7049;
- Email: <u>Lieutenant@pleasantville-ny.gov;</u>
- USPS to the address above.

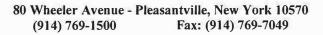
The Pleasantville Police Department will assign your complaint to a supervisor to investigate. The supervisor will contact you and if you did not receive one already, will send you a receipt for your complaint. You can contact that supervisor at any time to follow the progress of your complaint. At the conclusion of the investigation, the Chief of Police will send you a letter notifying you and informing you of any action taken.

It certainly is unfortunate that you had the occasion to be less than satisfied with a member of our department, and we certainly hope that all future contacts with members of our department are positive ones.



Police Department

Village of Pleasantville





On	, (Name)		filed a complaint with	ı the
			the conduct of an emplo	-
			ce to an incident which occurre	
	and was docu	imenteu m t	he Desk Officer Log (DO Log	PV-
	·J			
	This form acknowle	dges receipt	of the complaint.	
As the Complai	nan <u>t, you should be aware</u>	of the following	g:	
2. The Departn		allegation as a	all complaints in an impartial manne an administrative matter (a violation a Department member:	
b. (i c.	Committed a crime or cor including but not limited t	to bribery or re ch in the opin	et(s) that amounts to corruption, eceiving unlawful gratuities; ion of the receiving Supervisor,	
3. In admini	strative investigations, the latements may have to be to	burden of proof	f is "preponderance of the evidence or other persons who might be	∍."
5. You will b		ne complaint du	uring the course of the investigation	1
6. The accu		s rights that the	e Department cannot violate during	the
7. By signing		that you have i	received a copy of the completed in	nitial
8. If you have	ve any further questions, yo	ou can call and	speak with a Lieutenant to assist y	ou.
Signature	of person filing complain	it		Date
Supervisor rec	ceiving complaint:			
Print Name:		Signature: _		

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



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PERSONNEL COMPLAINT REPORT

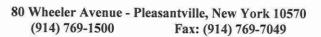
PAGE _____ of ____

Complainant:		D.O.B:
Home Address:		
Home Phone:	Work Phone:	Cell Phone:
What is the best time to contact y	you?	
Person you are making the comp	plaint against:	
IF YOU DO NOT KNOW THE PE	ERSON'S NAME, THEN	DESCRIBE HIM / HER BELOW.
Date of incident:	Time occurred:	Case #:
Where did the incident take place	9?:	
Describe what happened, be spe	ecific as to what was said	. Include information on any witnesses



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PERSONNEL COMPLAINT REPORT - Cont.

	PAGE	OF	
	(COPY IF ADDITIONAL	L PAGES ARE NEEDED)	
Officer/employee's name:			



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PERSONNEL COMPLAINT REPORT - Continuation

PAGE OF
Officer/employee's name:
I declare this to be a true and correct report and the information therein to be a fact. further understand that I may be criminally charged for filing a false report, under NY Penal Law Section 210.45, punishable as a class A Misdemeanor.
Signature of person filing complaint Date
Printed name of person filing complaint