

IA Case # _____

F-1000-00

**Gastonia Police Department
Citizen Complaint Form**

Today's Date: _____

A.

Name: _____

Address: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Work Hours: _____

Email Address: _____

Date and Time of Incident: _____

Location of Incident: _____

Officer(s)/Employee(s) Involved: _____

Do you have audio/video recordings of the incident? (check one) Yes No

B.

In your own words, describe the complaint and how you feel the matter can be resolved:

I hereby certify that the statements given by me herein are true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Steps in the Complaint Process:

1. Complete this form
2. Upon receipt, you will be contacted by a Police Department Representative
3. Written notification of completed investigation will be provided.

When a complaint is received, the Office of Professional Standards sends a letter to confirm the complaint has been received and assigned for investigation. Every effort is made to complete the investigation within 90 days; however, circumstances may require a longer period of time. You will receive a follow-up letter at the completion of the investigation. However, in accordance with state law, the Gastonia Police Department is unable to release what specific discipline was imposed on the employee.

If you should have additional, questions please call (704) 866-6772.