



CITY OF PITTSFIELD
POLICE DEPARTMENT

EXTERNAL COMPLAINT FORM

DATE: _____

NAME: _____

DOB: _____

ADDRESS: _____

PHONE (primary): _____

PHONE (secondary): _____

E-mail Address: _____

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 #: _____

“DEDICATED TO EXCELLENCE”



CITY OF PITTSFIELD POLICE DEPARTMENT

EXTERNAL 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"