

Parma Police Department

I wish to file a (please check one)

EMPLOYEE COMMENDATION:

If you would like to commend an officer or other employee of the Parma Police Department, you may use this form. You may mail, fax or bring this form to the Police Department. You may also commend an officer by writing a letter to the Chief of Police or to the Mayor's Office.

EMPLOYEE COMPLAINT:

Complaints regarding an employee's performance and/ or policies and procedures of the Parma Police Department will be routed through the Chief of Police for review. Should the complaint warrant action the Chief of Police will make a determination as to what that action should be.

The City of Parma Police Department wishes to ensure professional and courteous law enforcement service to the citizens we serve. Honest and complete feedback is necessary to document behavior and performance. In our desire to maintain a trustworthy and responsive Police Department, we request honesty and exactness in the filing of officer complaints. Our promise to you is that such complaints will not be taken lightly and the investigation will be conducted with the same honesty and exactness we request from you. Your signature is requested at the end of this form as a sign of your commitment to truthfulness in this process, Thank you.

INFORMATION ABOUT YOU:

Last Name: _____ First Name: _____ M.I.: _____

Address: _____ City, State, Zip: _____, _____

Home Phone: _____ Work/ Message Phone: _____

Email Address: _____

INFORMATION ABOUT THE INCIDENT:

Location: (street address) _____

Date of Incident: _____ Time of Incident: _____ A.M. / P.M. (circle one)

Officer(s) Involved: (Names or description) _____

Case #: _____

Parma Police Department

WITNESSES/ OTHERS INVOLVED:

Last Name: _____ First Name: _____ M.I.: _____

Address: _____ City, State, Zip: _____, _____

Home Phone: _____ Work/ Message Phone: _____

Involvement: _____

Last Name: _____ First Name: _____ M.I.: _____

Address: _____ City, State, Zip: _____, _____

Home Phone: _____ Work/ Message Phone: _____

Involvement: _____

DESCRIBE THE INCIDENT: _____

I certify that the foregoing is true and correct to the best of my knowledge:

Type Name: _____

Signature: _____ Date: _____