



POLICE DEPARTMENT

350 South Highway 74 | Peachtree City, GA 30269 | 770-487-8866 | Fax: 770-631-2512
www.peachtree-city.org/police



H.C. "Skip" Clark II
Chief of Police

PEACHTREE CITY POLICE DEPARTMENT COMPLAINT FORM COVER LETTER

To ensure that employees of the Peachtree City Police Department conduct themselves in a professional manner and properly and lawfully discharge their duties, all complaints against employees will be investigated and processed in accordance with the City of Peachtree City Personnel Policy and the Department's Standard Operating Procedures.

This procedure permits citizens to seek redress of their legitimate grievances against a Peachtree City Police Department employee and/or the Department when he or she feels subjected to improper treatment by said employee and/or the Department. It promotes an internal system whereby objectivity, fairness, and justice are ensured by an impartial investigation and review. It provides procedure for investigating all citizens' complaints, including anonymous complaints, helps promote a positive image, and helps ensure the integrity of the Police Department. It also helps protect the rights and interests of the private citizen, as well as the Department's employees. Finally, it provides the Chief of Police with an opportunity to monitor employee compliance with departmental policy, standard operating procedures, and rules and regulations.

Complaints may be made via the telephone, in person, in writing, or via any other available media. Any sworn, ranking officer may take the initial complaint and ensure that basic information is collected from the complainant (e.g. name, address, phone number, basic complaint).

A complainant has the right to make an anonymous complaint and has the right to submit a complaint without speaking with any member of the department. Any person wishing to make a complaint without speaking with a staff member will be provided with a Formal Complaint Form. Should the request for a complaint form be made via the telephone, the complainant will be directed to the department's website (www.peachtree-city.org/police) where they can download the form without having to come to the department's headquarters. Under no circumstances will any member of this department attempt to talk a person out of making a complaint; and, all members of this department in receipt of a complaint will promptly forward the information to the Commander of the Office of Professional Standards.



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All investigations will be classified in one of two categories:

1. Criminal Investigation – Investigations of employees that involve allegations of criminal misconduct or criminal violations against any laws of the City, State or Federal Government. These also include physical abuse, brutality, civil rights violations, criminal negligence, and misconduct toward others. These do not include minor traffic violations.

2. Administrative Investigation – Investigations of all complaints involving violations of rules and regulations of the City or the Police Department. These also include investigations of minor traffic violations, allegations of verbal abuse, abusive conduct toward others, misconduct toward others and inappropriate conduct toward citizens or other employees.

All formal complaints should be in writing and sworn to. All complaints will provide the information required on the following pages. . If the complaint received is based on the complainant receiving a traffic citation or an arrest, the investigation may proceed as with any other complaint; however, the investigation may not be closed, or the findings of the investigation released, until the citation or the arrest has been adjudicated through the judicial process.

All complainants will be notified of the final disposition of the complaint within thirty-days (30) after the investigation has been completed, and the case has been closed. The Chief of Police or his designee will make this notification via written correspondence.

If you have any questions, please contact Internal Affairs at 770-487-8866 or policepublicinfo@peachtree-city.org.

Signed: _____ Date: _____

Witness: _____ Date: _____



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PEACHTREE CITY POLICE DEPARTMENT FORMAL COMPLAINT FORM

Date: _____ I.A. Number: _____

Complainant's Name: _____
Last First Middle

Address (Street Number and Street Name)

City State Zip Code

Telephone Number (Area Code and Number)

Type or Nature of Complaint (describe in detail):

Location of Occurrence: _____

Day, Date, and Time of Incident: _____

Employee(s) Allegedly Involved: _____

Witnesses: _____

Name

Address

Telephone Number



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Witnesses: _____
Name _____
_____ Address _____
_____ Telephone Number _____

Witnesses: _____
Name _____
_____ Address _____
_____ Telephone Number _____

Description of Allegation or Statement of Complaint:



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[Lined area for handwritten notes]

The above information is based on my own personal knowledge: ___ Yes ___ No ___ initials

If you answered no, what relationship do you have with the party who is making the allegations?

- ___ Parent/Guardian
- ___ Spouse
- ___ Other Relative _____ (If so, what relationship)
- ___ Friend
- ___ Employer
- ___ Co-Worker
- ___ Independent Witness
- ___ Other _____



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By providing my signature in the space provided below, I'm acknowledging that I affirm that the information, as stated in this complaint, is true and that my statements are neither false, malicious or prejudice against the employee or employees involved. Having read the above information, I voluntarily offer my signature as the complainant of this official police report.

Complainant's Signature: _____ Date: _____

Notary: _____ Date: _____

Receiving Official: _____ Date: _____

The Receiving Official will provide a copy of this complaint to the complainant.

The entire original report and any supplementary reports will be attached to PD form PD-0213b and forwarded to Internal Affairs immediately.