

KUTZTOWN BOROUGH POLICE DEPARTMENT

45 RAILROAD STREET, KUTZTOWN, PA 19530

Phone: (610) 683-3545 / E-mail: csummers@kutztownpd.org

Citizen Comment Form

This report concerns: Commendation Complaint Comment Recommendation

A. CITIZEN PROVIDING INFORMATION:

Name: _____

Address: _____
 Street City State Zip Code

Phone: _____ Email: _____

B. INCIDENT:

Name(s) of Officer(s) Involved: _____

Type of Incident: _____

Location of Incident: _____ Date: _____ Time: _____

C. DETAILS: (Provide all information or details on the incident, witnesses, etc.)

Check here if additional pages or attachments are included: Number of additional pages used: _____

I verify that the facts set forth in part "C. DETAILS:", including any additional pages, are true and correct to the best of my knowledge and belief. This verification is made subject to the penalties of Section 4904 of the Pennsylvania Crimes Code (18 Pa. C.S. 4904) relating to Unsworn Falsification to Authorities.

(If unable to complete signature below, a check mark here indicates verification of facts set forth above.)

SIGNATURE: _____ DATE: _____

FOR DEPARTMENT USE ONLY		CASE DISPOSITON	
<input type="radio"/>	FOUNDED	<input type="radio"/>	UNFOUNDED
<input type="radio"/>	NOT SUSTAINED	<input type="radio"/>	EXONERATED

SIGNATURE OF INVESTIGATOR: _____ DATE: _____

KUTZTOWN BOROUGH POLICE DEPARTMENT

Commendation

Or

Complaint



How to officially commend or complain about a police department employee.

PROFESSIONAL PURPOSE AND CORE VALUE STATEMENT

The professional purpose of the Kutztown Borough Police Department is to create a community environment where the quality of life for both residents and business is enhanced. The foundation of the Police Department will be based on the highest moral and ethical standards as well as a trained, professional, and progressive Police Force.

When you have comments about police service

The Kutztown Borough Police Department is committed to providing the best police service possible. Citizen input is essential if the Department is to succeed in this goal. Because the Department strives for citizen involvement, this form has been developed as a convenient way to allow citizen input regarding Department operations or officer conduct.

When you wish to comment about a Police Department employee

If you wish to *commend* the actions of any Kutztown Borough Police Officer or employee, please fill out this form, checking the appropriate block and return it to the address indicated. If you wish to *complain* about the action or misconduct of any Kutztown Borough Police Officer or employee, please fill out this form, checking the appropriate block and return it to the address indicated. If you wish to make a general *comment* about any Kutztown Borough Police Officer, employee, or operation, please fill out this form, checking the appropriate block and return it to the address indicated.

Where to send and who to contact, when you have a commendation, complaint, comment or recommendation

If you have a question about Department Operations, wish to commend or make a complaint about a Department employee, or if you would like to make a *recommendation* on how we can improve police service. You may call: (610) 683-3545 and ask to speak with a Borough of Kutztown Police Department supervisor. If a supervisor is not immediately available, your call will be returned as soon as possible.

OR you may complete this form and mail it directly to:

Craig M. Summers
Chief of Police
Kutztown Borough Police Department
45 Railroad Street
Kutztown, PA 19530
or E-Mail to csummers@kutztownpd.org

In order to accomplish the *Kutztown Police Department Professional Purpose and Core Value Statement*, we will strive to ensure that:

- We will Safeguard lives and protect property,
- We will uphold and enforce the laws of the United States of America, the Commonwealth of Pennsylvania, and Borough of Kutztown,
- We will make an unparalleled commitment to the Community by providing the best possible service,
- We will treat all persons with respect and courtesy,
- We will actively promote an atmosphere of mutual respect for each other's differences,
- We will strive to be recognized as an organization of the highest ethical standards and unquestioned integrity and recognize that no one is above the law,
- We will maintain an environment within where the free flow of information will be encouraged and exceptional performance will be the norm,
- We will Operate as a team characterized by trust and mutual respect to each other's responsibilities, function, skills and experience,
- We will recognize exceptional contributions to the Community and to the Police Department,
- We will strive to develop and maintain professionalism, skills, knowledge attainment and technological advancement within our Police Department to the highest degree possible.