

**NORTH EAST POLICE DEPARTMENT**

**COMMENDATION / COMPLAINT FORM**

Reporting Party: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Reporting Party Address: \_\_\_\_\_  
Street Address City State

Operator License Number: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Witness (if applicable): \_\_\_\_\_  
Name Address Telephone #

Witness (if applicable): \_\_\_\_\_  
Name Address Telephone #

Nature of Incident: *(please print legibly)*

Injures: YES NO N/A (If yes, describe the injury, any use of force by the officer(s) and any medical treatment you received) *(please print legibly)*

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**THIS FORM WILL BE FORWARDED TO THE CHIEF OF POLICE  
YOU WILL BE CONTACTED WITHIN FIVE BUSINESS DAYS**

It shall be the policy of the North East Police Department that citizens are welcome to commend officers and/or voice concerns, to include lodging a complaint against an officer.

Any issue of criminal, traffic, or civil law relating to a complainant will be handled by the appropriate Court of Law. The Chief of Police will only address issues concerning officer conduct or misconduct.

I, \_\_\_\_\_, understand that a person commits a misdemeanor or of the second degree, if with intent to mislead a public servant in performing his official function he:

1. Makes any written false statement which he does not believe to be true;
2. Submits or invites reliance on any writing which he knows to be forged, altered, or otherwise lacking in authenticity; or
3. Submits or invites reliance on any sample, specimen, map, boundary mark, or other object he knows to be false.

I also recognize that a person commits a misdemeanor or of the second degree if he makes a false written statement which he does not believe to be true, on or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable.

Reporting Party Signature: \_\_\_\_\_

(By signing this form I acknowledge that I have read this form, and understand that making a false report is punishable by law, pursuant to the PA Crimes Code section 4904.)

Date: \_\_\_\_\_  
Time: \_\_\_\_\_