

NORTH EAST BOROUGH

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)*

Injuries: YES NO N/A (If yes, describe the injury, and any medical treatment you received) *(please print legibly)*

This form will be forwarded to the Borough Manager and acted upon within five (5) business days.

It shall be the policy of the North East Borough that citizens are welcome to commend employees and/or voice concerns, to include lodging a complaint against a borough employee or service.

Any issue of criminal, traffic, or civil law relating to a complainant will be handled by the appropriate Court of Law. The Borough of North East will only address issues concerning employee conduct or a service provided by the Borough.

NORTH EAST BOROUGH

I, _____, understand that a person commits a misdemeanor 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 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: _____