



# GOLDSBORO POLICE DEPARTMENT



## COMPLAINT FORM AND STATEMENT

Citizen Complaint	Internal Complaint
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**INFORMATION REPORTED TO GPD:**

Date:	Time:	Location:
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**INCIDENT INFORMATION**

GPD Incident #:		
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Date:	Time:	Location:
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**CITIZEN CONTACT INFORMATION**

Name:			
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Address:	City:	State:	Zip:
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Phone #:	Email:
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**GPD PERSONNEL INVOLVED**

Name/ID:	Name/ID:
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Name/ID:	Name/ID:
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**WITNESSES**

Name:			
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Address:	City:	State:	Zip:
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Phone #:	Email:
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\*Please list additional witness information on supplemental page.

**SUPERVISOR USE ONLY**

Received by:	Date:
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<input type="checkbox"/> Receipt of complaint verified with Complainant (phone/copy of form and documentation)
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Complaint Alleged (check all that apply):

<input type="checkbox"/> Racial Discrimination	<input type="checkbox"/> Excessive Use of Force	<input type="checkbox"/> Officer Corruption
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<input type="checkbox"/> Unprofessional Behavior	<input type="checkbox"/> Dereliction of Duty	<input type="checkbox"/> Other _____
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<input type="checkbox"/> Employee notified of investigation (by next work day)	Complainant notified investigation complete: <input type="checkbox"/> phone/email/letter
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The complaint was investigated and the findings are:

<input type="checkbox"/> Unfounded (incident did not occur)	<input type="checkbox"/> Exonerated (incident occurred, but officer's actions were justified/legal/proper)
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<input type="checkbox"/> Not Sustained/Inconclusive (insufficient information to prove or disprove the complaint/allegation)	<input type="checkbox"/> Policy Failure
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<input type="checkbox"/> Sustained (the officer(s) violated City policy/GPD policy/Laws) – Describe disciplinary/corrective action taken:
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Complaint status (check one):	
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<input type="checkbox"/> Open (still under investigation)	<input type="checkbox"/> Resolved
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<input type="checkbox"/> Closed (pending further information)	<input type="checkbox"/> Forwarded to the Chief of Police for further investigation
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Submitting Supervisor (print): _____
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(sign): _____	Date: _____
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\* Note: The supervisor who takes the complaint is to forward, at a minimum, a copy of this form to the Professional Standards Commander by the next business day for administrative processing. Bureau Majors should be notified through the chain of command.

