



HOW TO MAKE A COMPLAINT/COMPLIMENT

1. If you would like to make a complaint/compliment about the actions of a Police Officer or any aspect of Police Department operations, please:
 - a. Come to the Parkersburg Police Department, #1 Government Square, Parkersburg, WV, 26102 and tell any employee that you want to make a complaint/compliment; or
 - b. Call the Police Department, (304) 424-8444, and tell the person answering the phone that you want to make a complaint/compliment; or
 - c. Write your complaint/compliment and mail it to the Police Department, **Parkersburg Police Department, #1 Government Square, Parkersburg, WV, 26102.**
 - d. Go to www.parkersburgpolice.com on the internet and print off the complaint/compliment form and mail it to the Police Department, **Parkersburg Police Department, #1 Government Square, Parkersburg, WV, 26102.**
2. If desired, a police supervisor shall assist you in filing a complaint/compliment.
3. Your complaint/compliment shall be investigated to the fullest extent possible.
4. If the investigation exceeds 30 days you shall be notified.
5. When the investigation is complete, the Chief of Police, or their designee shall notify you as to the outcome.

Note:

Any person who reports to a law enforcement officer alleging the occurrence of any offense or incident which did not in fact occur or reports false information relating to an actual offense or incident or to the alleged implication of some person therein is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not more than five hundred dollars or confined in the county jail not more than six months or both. [WV State Code Chapter 61-6-20 (3)]



COMPLAINT/COMPLIMENT POLICE PERSONNEL

Complainant's Name: _____ Today's Date: _____

Address: _____ Phone: _____

Date and time of incident: _____

Location of incident: _____

Officer's Name (if applicable): _____ Police Vehicle # _____

Officer's Name (if applicable): _____ Police Vehicle # _____

Witnesses (Include name and contact information, if known):

Complaint/Compliment:

I understand that this statement of complaint/compliment will be submitted to the Parkersburg Police Department and will be the basis for an investigation/recommendation. Further, I sincerely, truly declare and affirm that the facts contained herein are complete, accurate and true to the best of my knowledge and belief. Further, I declare and affirm that this statement made by me is voluntarily, without persuasion, coercion or promise of any kind.

I understand that, under the policies of the Parkersburg Police Department, the Officer against whom this complaint/recommendation is filed may be entitled to request a hearing before a Board of Inquiry. By signing this complaint, I hereby agree to appear before a Board of Inquiry, if necessary, and testify under oath concerning all matters relevant to this complaint.

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Signature of Complainant

Date

Signature of Person Receiving Complaint/Compliment

Date and Time Received