

**WESTWORTH VILLAGE POLICE DEPARTMENT**  
**CITIZEN FORMAL COMPLAINT FORM**  
(PLEASE PRINT)

Your Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Home Address: \_\_\_\_\_ Work Address: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**INCIDENT DETAILS – please provide as much information as possible, if you do not know please leave the line blank:**

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

Location Occurred: \_\_\_\_\_

Name(s) of Police Employee(s) Involved: \_\_\_\_\_

Name(s) of others Involved or Witnesses: \_\_\_\_\_

If you know the phone number and/or address of the others Involved or Witnesses, please include that in your write up so they can be contacted if needed.

Have you spoken to a Westworth Village Police Department Supervisor regarding the Incident? YES NO

If YES, who? \_\_\_\_\_ Date you spoke: \_\_\_\_\_

To complete the Formal Complaint Process, please use the back of this form (additional copies or paper if needed can be attached) to complete a detailed write up of the event.

**DO NOT WRITE IN THIS BOX – FOR DEPARTMENTAL USE ONLY**

Complaint received by: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to Complainant? YES NO Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Received by Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Notes: \_\_\_\_\_

Forwarded to Lieutenant: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

