



**Falls Church Police Department**  
**300 Park Avenue**  
**Falls Church, VA 22046**

**Citizens' Complaint Form**

The Falls Church Police Department will investigate all allegations of misconduct by any member of the agency upon receiving this form. The procedures to be following in relation to your complaint are:

- The complaint will be forwarded and reviewed by Command Level Staff
- A formal investigation will be initiated and an official will be assigned investigative responsibilities
- The investigating official will contact you in reference to:
  - Any additional interviews necessary
  - Reviewing all allegations
  - Reviewing the final determination and finding

COMPLAINT INFORMATION			
<b>COMPLAINANT'S NAME</b>		<b>COMPLAINANT'S ADDRESS</b>	
<b>HOME TELEPHONE</b>	<b>WORK TELEPHONE</b>	<b>CELL PHONE</b>	<b>PAGER</b>
<b>DATE OF INCIDENT</b>	<b>TIME OF INCIDENT</b>	<b>LOCATION OF INCIDENT (FULL ADDRESS)</b>	
<b>NAME OF OFFICER (IF KNOWN)</b>		<b>TYPE OF CLOTHING WORN</b>	
		<input type="checkbox"/> <b>UNIFORM</b>	<input type="checkbox"/> <b>PLAINCLOTHES</b>
<b>DESCRIPTION OF OFFICER</b>			
<b>RACE:</b> _____	<b>HEIGHT/WEIGHT:</b> _____		
<b>MALE/FEMALE:</b> _____	<b>EYEGASSES/SUNGLASSES:</b> _____		
<b>APPROXIMATE AGE:</b> _____	<b>DISTINGUISHING CHARACTERISTICS:</b> _____		
_____			

SUMMARY OF COMPLAINT

**SUMMARY OF COMPLAINT CONTINUED**


<b>COMPLAINANT'S SIGNATURE</b>	<b>DATE</b>	<b>TIME</b>
--------------------------------	-------------	-------------

**DEPARTMENT USE ONLY BELOW THIS LINE**

<b>POLICE DEPARTMENT OFFICIAL RECEIVING COMPLAINT</b>	<b>DATE RECEIVED</b>	<b>TIME RECEIVED</b>	<b>FORWARDED TO</b>
---	----------------------	----------------------	---------------------

<b>INDIVIDUAL ASSIGNED FOR FOLLOW-UP</b>	<b>DATE ASSIGNED</b>	<b>FOLLOW-UP ASSIGNED BY</b>
--	----------------------	------------------------------

**DISPOSITION**

<input type="checkbox"/> <b>SUSTAINED – ALLEGATION IS SUPPORTED BY SUFFICIENT EVIDENCE TO JUSTIFY A REASONABLE CONCLUSION OF GUILT</b>	<input type="checkbox"/> <b>EXONERATED – INCIDENT OCCURRED BUT WAS LAWFUL AND PROPER</b>
<input type="checkbox"/> <b>NOT SUSTAINED – INSUFFICIENT EVIDENCE TO EITHER PROVE OR DISPROVE THE ALLEGATION</b>	<input type="checkbox"/> <b>UNFOUNDED – ALLEGATION IS FALSE OR THE ACTION DID NOT INVOLVE A FALLS CHURCH POLICE DEPARTMENT EMPLOYEE</b>

**ACTION TAKEN**

<input type="checkbox"/> <b>ORAL REPRIMAND</b>	<input type="checkbox"/> <b>DEMOTION</b>	<input type="checkbox"/> <b>NO ACTION NECESSARY</b>
<input type="checkbox"/> <b>LETTER OF REPRIMAND</b>	<input type="checkbox"/> <b>DISMISSAL</b>	
<input type="checkbox"/> <b>SUSPENSION</b>	<input type="checkbox"/> <b>TRANSFER</b>	

<b>SIGNATURE OF REVIEWING OFFICIAL</b>	<b>SIGNATURE OF OFFICIAL IN CHARGE OF INTERNAL AFFAIRS FUNCTION</b>
--	---