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**Chief of Police
Martinsburg City Police
125 W. Race Street
Martinsburg WV. 25401**

Commitment To Our Citizens

The Martinsburg Police Department is committed to providing the best possible police protection and service. Input from our citizens is essential to the success of this goal. This form provides a convenient means to allow citizen input regarding department operations and officer/employee conduct

How To Use This Form

If you wish to commend an officer or employee, or to raise a general concern regarding his or her actions, please fill out this form completely and return it to the address indicated. Only those containing the name and address of the submitting party will be considered.

If it is your intention to file an official complaint accusing an officer or employee of misconduct, the details of your complaint must be complete and specific as to the alleged actions, including the date, time and location of the incident. In order for your complaint to be properly investigated you must include your current contact information including a current address, phone number and your signature verifying your claims. This form must be either brought in to the Police department between the hours of 9 a.m. and 5 p.m. "or" mailed to the listed address. Once your complaint is received and assigned for investigation you will be contacted by the investigating supervisor

When You Have Questions or Suggestions

If you have a question about Department policy, or a suggestion of how we can improve services, you may call the Department and ask to speak with a supervisor.

MARTINSBURG CITY POLICE

125 W. Race Street
Martinsburg, WV 25401
Phone: 304-264-2100 Fax:
304-264-2110
www.martinsburgpd.org

MARTINSBURG CITY POLICE

Commendation, Comment Or Complaint Form



Our Mission

The Martinsburg Police Department is committed to preserving, promoting, and securing a feeling of security and safety for all members of our community through the practice and delivery of lawful and professional law enforcement services.

This mission is a commitment to quality performance from all members. It is critical that all members understand, accept and be aligned with the responsibilities established by this mission. It provides the foundation upon which all operational decisions and organizational directives will be based. Directives include rules, regulations, operating policies, procedures and practices.

This mission represents the commitment of this administration to the concepts of quality performance management. In other words, members are expected to work consistently in a quality manner in the daily performance of those duties, job responsibilities and work tasks associated with this mission.

Quality manner means that performance outcomes comply with the performance standards established for this agency and for each member associated with this agency. Examples of performance standards include the oath of office, code of ethics, agency rules, policies, procedures, directives, general and supervisory orders, work productivity and performance behavior.

CITIZEN COMMENT FORM

This Report Concerns: Commendation Complaint Comment

A. INCIDENT

Officer(s) or Employee(s) involved: _____

Type of Incident: _____

Location of Incident: _____

Date: _____ Time: _____ A.M / P.M.

B. CITIZEN PROVIDING INFORMATION:

Name: _____ Phone: (H): _____

Address: _____ (Cell): _____

_____ (W): _____

C. Details (please be specific):

Check if additional pages are used

I affirm that the above information (including any additional pages) is true and correct to the best of my knowledge and belief and I acknowledge that any false or fictitious claims I make herein are subject to the penalties described in 501.09 of the Martinsburg Municipal Code and in 61-6-20 of the West Virginia State Code.

Signature _____

Date _____

Notary Public
