

MUNCY BOROUGH COMPLAINT/INCIDENT REPORT FORM

All forms must be filled out and returned to the Muncy Borough office at 14 N. Washington Street, Muncy, PA. Form will be submitted to Council at their next regularly scheduled meeting.

Any information or questions in regard to this form can be answered by calling the Muncy Borough office at 570-546-3952 ext. 100.

Complainant Name: _____ Date: _____

Address: _____

Contact #: Home: _____ Cell: _____ Work: _____

Complainant wishes to file a complaint against:

- Muncy Borough property in regard to the 2012 International Property Maintenance Code.
- Incident Report involving a borough vehicle or Non-Uniform Employee.
- Incident/Complaint involving the Muncy Borough Police Department. (Please see separate form)

Please state the nature of complaint below as specific as possible, including dates, times and locations when applicable: If additional space is required, use separate sheet, being sure to sign and date all pages.

Signature of Complainant _____ Date: _____

WARNING:

*Submitting a false complaint will be subject to criminal prosecution for false report/statements.
If any person is injured the Police Department must be notified.*

-----For Personnel Only-----

Date: _____

Boro Complaint File No: 2013-____

This Complaint has been reviewed and forwarded onto:

- Codes Inspections, Inc. Muncy Borough Police Department Other: _____

Additional comments/instructions:

See Muncy Boro Processing Protocol on reverse side of this complaint.

Muncy Borough Complaint /Incident Report Processing Protocol

1. A report must include an identifiable complainant and signature to be considered complete.
2. The report will be reviewed by the Borough Manager and the Muncy Police Chief to determine jurisdiction.
3. If the Borough Manager and/or Police Chief determine that the report is related to the International Property Maintenance Code it will be referred to Code Inspections, Inc.
4. The responsible (i.e. Borough Manager, Muncy Police Chief, Mayor, Code Inspections, Inc.) will conduct a review of the complaint. The review may include but is not limited to:
 - a. Interview of the complainant
 - b. Property Inspections
 - c. Employee Interview(s)
 - d. Interview of person(s) name in the complaint
 - e. Disposition and/or resolution to complaint
5. At the conclusion of the review outlined in step #4 the complainant will be provided a report of the disposition of the complaint.
6. If the complaint results in the filing of criminal charges, a report of disposition will not be released as the complaint will be classified as an “active police investigation”.
7. A completed copy of the report will be submitted at the next regularly scheduled meeting of the Muncy Borough Council.
8. If the complainant is not satisfied with the report disposition he/she may address the matter with the Borough Council.
9. Dispositions related to personnel matters may be confidential.
10. Submitting a false complaint will be subject to criminal prosecution for false report/statements.