



Charlottesville Police Department Citizen Complaint Form

Instructions for Complainant: Prepare your report in your own handwriting. You will receive a letter from the Office of Professional Standards acknowledging receipt of your complaint. An investigating officer will be in contact with you to schedule any necessary investigative interviews. You will be notified in writing at the conclusion of the investigation.

Submission Options

Hand deliver or mail to: Charlottesville Police Department or **Call:** 434-970-3600
Office of Professional Standards
606 East Market St.
Charlottesville, VA 22903

This form and information on the complaint process can be accessed at www.charlottesville.gov/331/Kudos-Concerns

Contact Information

Name: _____
Telephone: _____ Email: _____
Address: _____
City: _____ State & Zip Code: _____
Gender: _____ Age: _____ Race/Ethnicity: _____

Are you submitting this form on the behalf of
someone else? YES NO
(If yes please provide their contact information)

If yes, does the person know you are
filing this complaint? YES NO

Contact Information:

Who were the Charlottesville Police Department Officer(s) Involved?

Describe the Officer(s): Provide any known information about the CPD Officer(s)/employee(s) involved in the incident. Helpful information includes: Name, Badge Number, Police District, Physical Description (Age, Race, Gender, Height, Weight, Hair/Eye Color, Clothing), Vehicle Number/Description (Color, Make, Model). Attach additional information if necessary.

Did Anyone Witness/See What Happened?

Please provide contact information (name, phone, email, address) for any witnesses to the incident. Indicate if the witnesses(s) are aware that you are submitting this complaint. Attach additional information if necessary.

Does the witness know you are providing their information for this complaint? YES NO

What Happened?

Provide the incident date, time, location, and details. Attach additional information if necessary.

Incident Date:

Incident Time:

Incident Location:

Incident Details:

Has the Charlottesville Police Department been asked to investigate this incident in the past? *If yes, please attach any correspondence you received from the CPD.*

YES NO

The Charlottesville Police Department shall forward a copy of any complaint filed by a civilian with the Department to the Police Civilian Review Board's Executive Director within two business days of receipt of the complaint. For each review conducted by the PCRБ, the PCRБ's Executive Director will issue a public report.

Information provided to the PCRБ may be subject public inspection, pursuant to the provisions of the Virginia Freedom of Information Act, Virginia Code Sections 2.2-3700, et seq., unless a legal exemption allowed by FOIA applies.

Check here if you **do want** your complaint forwarded to the Police Civilian Review Board. _____(Initial)

Check here if you **do not want** your complaint forwarded to the Police Civilian Review Board. _____(Initial)

By signing this form, I certify that the statements made herein, and on any attached documentation, are true and complete to the best of my knowledge, information and belief.

Signature:

Date: