



WESTERN BERKS FIRE DEPARTMENT

111 Stitzer Avenue | Wernersville, PA 19565 | Phone (610) 678-1332 | Fax (610) 898-4280
<http://www.westernberksfire.org>

COMPLAINT RECORD FORM

The Western Berks Fire Department ("Department") considers all complaints important. Complaints are documented on the "Complaint Record Form" and forwarded to the Fire Commissioner for review and follow-up action. All complaints are handled in an impartial manner in compliance with federal, state, local law, and the Department's Standard Operating Guidelines.

The reporting party information provides an opportunity for the Department to follow-up and verify information and gather additional information should the original submission need clarification and investigation.

INCIDENT INFORMATION

Date of Incident: _____ Approximate Time Incident Occurred: _____

Location of Incident: _____

Type of Incident: _____

WBFD PERSONNEL INVOLVED

Name(s) of Involved Subject(s): _____

BRIEF DESCRIPTION OF INCIDENT/COMMENTS/STATEMENTS *(attach additional page, if necessary)*

REPORTING PARTY/COMPLAINANT INFORMATION (Please note that Anonymous complaints will not be accepted)

Name: _____ Address: _____

Phone: _____ E-Mail Address: _____

I, _____, do hereby affirm that the forgoing information provided by me is true and correct to the best of my knowledge and belief. I understand that any false, misleading or untrue statements, accusations or allegations, herein made by me, either orally or in writing, to any person(s) investigating this complaint, may subject me to civil and/or criminal prosecution.

I realize that it may become necessary, during the investigation of the complaint, for me to meet with a member of the Western Berks Fire Department to discuss this complaint, either in the presence or absence of the accused department member(s) at the discretion of the department. I hereby accept the premise that if any action is initiated through a court or administrative hearing, as a result of my complaint, my testimony before these hearings may be required. I hereby agree to make myself available to the aforementioned court or administrative hearing when requested to do so.

Signed

Date

****ENCLOSE COMPLETED FORM IN A SEALED ENVELOPE AND SUBMIT TO THE FIRE COMMISSIONER****