

KENNESAW POLICE DEPARTMENT
Notice of Receipt of Complaint

Your complaint has been received and will be investigated. A copy of the initial complaint you completed is attached to this notice. Once the investigation into your complaint has been completed, you will be notified of the findings in writing.

Our contact information is as follows:

Kennesaw Police Department
2539 J.O. Stephenson Avenue
Kennesaw, GA 30144
(770)425-2505

Georgia State Law that you need to be aware of are as follows:

O.C.G.A. 16-10-20 titled ***“False statements and writings; concealment of facts”*** which reads:

A person who knowingly and willfully falsifies, conceals, or covers up by a trick, scheme, or device a material fact; makes a false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of state government or of the government of any county, city, or other political subdivision of this state shall, upon conviction thereof, be punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both.

O.C.G.A. 16-10-26 titled ***“False report of a crime”*** which reads:

A person who willfully and knowingly gives or causes a false report of a crime to be given to any law enforcement officer or agency of this state is guilty of a misdemeanor.

O.C.G.A. 16-10-71 titled ***“False swearing”*** which reads:

(a) A person to who a lawful oath or a affirmation has been administered or who executes a document knowing that it purports to be an acknowledgement of a lawful oath or affirmation commits the offense of false swearing when, in any matter or thing other than a judicial proceeding, he knowingly and willfully makes a false statement.

(b) A person convicted of the offense of false swearing shall be punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both.

KENNESAW POLICE DEPARTMENT
Complaint Information Form

Assigned to:

Supervisor () Administrative Inquiry # _____

I.A. ()

Investigating Supervisor: _____

Date Received: _____ Time Received: _____ Employee Receiving: _____

Report taken by: () In Person () Phone () Written Letter () E-mail () Third Party () Other

Complainant – Please complete all applicable information below:

Complainant: _____ Sex: _____ Race: _____ DOB: _____

Address: _____ Home Telephone #: () _____

_____ Other Telephone #: () _____

Employer: _____ (if a student, list school attending)

Address: _____ Work Telephone #: () _____

If juvenile, parent or guardian name: _____

Address: _____ Home Telephone #: () _____

_____ Other Telephone #: () _____

Witnesses:

(1) Name: _____ Home Telephone #: () _____

Address: _____ Work Telephone #: () _____

(2) Name: _____ Home Telephone #: () _____

Address: _____ Work Telephone #: () _____

Incident Location: _____

Incident Date : _____ Incident Time: _____

Name and Badge Number of Kennesaw Police Department member(s) involved:

1. _____

2. _____

3. _____

Specific allegations: [Describe in detail the events that resulted in your contact with the listed department members and the actions of those department members that resulted in your complaint.]

(If additional room is needed, please attach on a separate sheet of paper)

Was a report taken in regards to the incident involving the complaint? Yes () No ()

Did the incident result in your arrest? Yes () No ()

What is the case number? _____ List all charges: _____

Are you willing to take a polygraph examination regarding the information you have relayed, at the request of the investigator? Yes () No ()

I, _____, swear and affirm that all statements and information relayed by me on this document and verbally to any representative of the Kennesaw Police Department are true and correct to the best of my knowledge and belief. I also understand that any knowingly false statements and/or accusations made by me can be cause for prosecution under Georgia Law 16-10-71 titled "**False swearing**" which reads:

(a) A person to whom a lawful oath or an affirmation has been administered or who executes a document knowing that it purports to be an acknowledgement of a lawful oath or affirmation commits the offense of false swearing when, in any matter or thing other than a judicial proceeding, he knowingly and willfully makes a false statement.

(b) A person convicted of the offense of false swearing shall be punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both.

Signature of Affiant: _____ Date: _____

Witness: _____ Date: _____