

**BEAVER COUNTY COURT ADMINISTRATION
BEAVER COUNTY COURTHOUSE
BEAVER, PA 15009**

FILING A COMPLAINT AGAINST A CONSTABLE:

Constables are elected officials and perform numerous functions for the courts. Consistent with the Pennsylvania Unified Judicial System's Constable Policies, Procedures and Standards of Conduct, a complaint may be filed against a constable for:

1. Unbecoming or inappropriate conduct while performing judicial duties;
2. Financial / payment disputes;
3. Other matters which involve performance of judicial duties or the failure to perform certain duties.

Any complaint received against a constable will be reviewed by the Court Administrator. After investigation of the complaint, the Court Administrator may make a recommendation to the President Judge regarding the judiciary's continued use of a constable's services.

If a matter involves a financial dispute or other matter within the control of the County of Beaver, the Court Administrator may make a recommendation to the Controller of Beaver County regarding payment of services.

The Court Administrator shall forward any findings of suspected criminal activity to the District Attorney of Beaver County for further investigation.

The President Judge of Beaver County remains the ultimate authority as to whether a constable receives work from the judiciary. Therefore, the President Judge, at any time, may temporarily restrict the use of a particular constable pending an investigation and review of a complaint or complaints.

Regardless of the recommendation, the party making the complaint shall receive a response in writing within 30 days of receipt of the complaint unless circumstances warrant a longer period of time.

PROCESS:

1. A complaint against a constable shall be submitted to the Court Administrator in writing on a designated form and signed by the complainant;
2. Such complaint shall be sent via e-mail, fax or regular 1st class mail to the attention of the Court Administrator on the address provided on the form;
3. The complaint form shall contain a statement of the alleged misconduct, financial dispute or other matter related to the performance or failure to perform judicial duties;
4. The Court Administrator shall conduct an investigation of the allegation or allegations contained in the complaint and forward those findings to the President Judge. Unless circumstances warrant a longer period of time to investigate and respond, a response shall be sent to the complaining party within 30 days of receipt of the complaint.

BEAVER COUNTY CONSTABLE COMPLAINT FORM

Person filing Complaint:

Name: _____

Address: _____

Phone Number: _____

Constable against whom you are filing this complaint:

Name: _____

Contact information, if known:

Statement of Complaint:

Please be specific. Describe conduct or practice about which you are complaining, the date or dates it occurred, location, time, any witnesses. Attach any relevant documents or photos.
