

DELAWARE STATE UNIVERSITY DEPARTMENT OF PUBLIC SAFETY COMPLAINT FORM

<input type="checkbox"/> ALLEGATION OF MISCONDUCT <input type="checkbox"/> INQUIRY	RECEIVED <input type="checkbox"/> In Person by _____ <input type="checkbox"/> Other	DATE REPORTED	TIME REPORTED	REPORT NUMBER	
		SHIFT	COMPLAINANT STATUS <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Student <input type="checkbox"/> Citizen		
NATURE OF ALLEGATION OR INQUIRY					
LOCATION OF OCCURRENCE			DATE AND TIME OF OCCURRENCE		
EMPLOYEE(S) NAME AND ASSIGNMENT					
a. b. c.					
COMPLAINANT INFORMATION Name		Sex	DOB		
Permanent Address	City/State	Zip Code	Telephone Work Home		
Local Address	City/State	Race	Occupation		
VICTIM INFORMATION Name		Sex	Permanent Address		
Local Address	DOB	Race	Occupation		
WITNESS INFORMATION Name		Address/Zip	Telephone	DOB	Sex
		Permanent			
		Local			
		Permanent			
		Local			
		Permanent			
		Local			
S/R's Requested <input type="checkbox"/> yes <input type="checkbox"/> no	Reports Attached <input type="checkbox"/> yes <input type="checkbox"/> no	Tape Attached <input type="checkbox"/> yes <input type="checkbox"/> no	Previous Contact <input type="checkbox"/> yes <input type="checkbox"/> no	Related CR's	
NARRATIVE					
Use additional pages if necessary					
RECEIVED BY: Name _____ Date _____		REVIEWED BY: Name _____ Date _____		SIGNATURE OF REPORTING PARTY	

DELAWARE STATE UNIVERSITY
Department of Public Safety

Complaint Information Sheet

PLEASE READ CAREFULLY

It is most important that the faculty/staff, students, and citizens of Delaware State University have complete confidence in their Police Division, and to this end, measures have been taken to assure adequate, complete and expeditious processing of allegations of misconduct by Department members.

Public Safety recognizes that its' members are often subject to intense pressures in the discharge of their duties. They must, however, remain neutral under circumstances that are likely to generate tension, excitement and emotion. In such situations, words, actions and events frequently result in misunderstanding and confusion. It is to the advantage of both the Department and the public to have a formal process and investigation of the more serious allegations and determine the underlying circumstances. A fair, impartial and exhaustive examination of all allegations and complaints is assured. By keeping the rights of the citizen and the complicated pressures of police work in mind, complaints can then be resolved.

In the interest of fairness to yourself and the officer/employee, you are asked to pause and think about your present actions. If after due consideration, you firmly believe that your complaint is justified, we urge you to complete this form. All information involved in this investigation will be held in confidence and will only be utilized in conducting this internal investigation.

In order to initiate your complaint, the attached Complaint Form will need to be completed. If you are unable to complete the form yourself, an officer of the Police Department will assist you. A copy of your complaint will then be given to you. The investigating supervisor will communicate with you concerning the investigation of your complaint in the near future. The Investigator will keep you informed of the status of the case and upon completion of the investigation, you will be notified, in writing, of the results of the investigation.

Whenever a complaint is the basis for an investigation, and the matter is non-criminal, and no corroborating information has been discovered, the officer or employee shall not be offered to submit to a polygraph examination unless the citizen also submits to such an examination which is specifically directed and narrowly related to the complaint.

At this time, if you wish to continue and file your complaint, please complete the form on the reverse of this sheet.