

HAMPTON UNIVERSITY POLICE DEPARTMENT CITIZEN COMPLAINT FORM

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|--|--|---|--|------------------------------|-----|
| <input type="checkbox"/> ALLEGATION OF MISCONDUCT <input type="checkbox"/> INQUIRY | RECEIVED <input type="checkbox"/> Telephone <input type="checkbox"/> In Person by <input type="checkbox"/> Other | DATE REPORTED | TIME REPORTED | REPORT NUMBER | |
| | | SHIFT | DISTRICT | | |
| NATURE OF ALLEGATION OR INQUIRY | | | | | |
| LOCATION OF OCCURRENCE | | | DATE AND TIME OF OCCURRENCE | | |
| EMPLOYEE(S) NAME AND ASSIGNMENT | | | | | |
| a. b. c. | | | | | |
| COMPLAINT INFORMATION Name | | Sex | Address | | |
| City | State | Zip Code | Telephone | Work: Home: Cell: | |
| DOB | Marital Status | Race | Occupation | | |
| VICTIM INFORMATION Name | | Sex | Address | | |
| DOB | Marital Status | Race | Occupation | | |
| WITNESS INFORMATION Name | | Address/Zip | Telephone | DOB | Sex |
| | | Res | | | |
| | | Bus | | | |
| | | Res | | | |
| | | Bus | | | |
| | | Res | | | |
| | | Bus | | | |
| Special Reports 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 Crime Reports | |
| NARRATIVE | | | | | |
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| Use additional pages if necessary | | | | | |
| RECEIVED BY: | | REVIEWED BY: | | | |
| Name | Date | Name | Date | SIGNATURE OF REPORTING PARTY | |

HAMPTON UNIVERSITY
POLICE DEPARTMENT
Citizen's Complaint Information
Sheet

PLEASE READ CAREFULLY

It is most important that the Hampton University community have complete confidence in their Police Department, and to this end, measures have been taken to assure adequate, complete and expeditious processing of allegations of misconduct by Department members.

The Police Department 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 an Professional Standards Unit for the processing 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 Citizen's Complaint Form will need to be completed. If you are unable to complete the form yourself, a ranking officer of the Police Department will assist you. A copy of your complaint will then be given to you. The Professional Standards Unit or 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 from a citizen is the basis for an investigation, and the matter is noncriminal, and no corroborating information has been discovered, the officer or employee shall not be required 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.