



Citizen's Complaint Form

University of Delaware
Police Department
413 Academy Street
Newark, DE 19716

Phone: 302-831-2222
Fax: 302-831-0163

COMPLAINT NUMBER: 39 - - DATE:

| | |
|---|---------------------|
| Complainant's Name: _____ | |
| Complainant's Address: _____ | Phone Number: _____ |
| Locations of Incident: _____ | |
| Witnesses: _____ | Phone Number: _____ |
| _____ | Phone Number: _____ |
| _____ | Phone Number: _____ |
| Officers Complained Against (provide all known information) _____ | Rank _____ |
| _____ | Rank _____ |
| _____ | Rank _____ |

STATEMENT:

Use the space below to state what occurred. Please be as detailed as possible. If more room is needed, please attach pages to this form and indicate that below.

[Large empty space for statement]

THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

DATE & TIME SUBMITTED

SIGNATURE OF COMPLAINANT

TO BE COMPLETED BY POLICE ONLY:

RECEIVED BY: _____

INVESTIGATING OFFICER: _____

DISPOSITION: _____



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MEMORANDUM OF UNDERSTANDING WHEN FILING A CITIZEN'S COMPLAINT:

No pending criminal, traffic, or judicial charges will be dismissed in return for a withdrawal of or failure to file a citizen's complaint.

An internal affairs investigation is an administrative procedure involving the internal inspection of actions taken by employees of the University of Delaware Police Department in the performance of their duties. It is not intended to gather evidence for the criminal prosecution of the defendant. No evidence gathered in direct relation to this investigation will be offered into any criminal proceeding currently pending in any court, either for or against the complainant. If there are charges currently pending against the complainant by this or any other police agency, the findings of this office may be held until disposition of those charges in accordance with the laws of the State Delaware.

By signing this document, the complainant understands that a citizen's complaint filed against an employee of the University of Delaware Police Department will have no bearing on any pending criminal, traffic, or Office of Student Conduct charge. In addition, the complainant understands that providing a false statement or false written instrument is a violation of Delaware law and punishable under title 11 of the Delaware Criminal Code.

Complainant's Signature

Date & Time

Witness

Date & Time

General Procedure:

In the performance of the duties of a police officer, it is understandable that citizens may have questions and/or concerns about an incident. In some cases this could leave the public with a diminished opinion of the officer's actions and the agency by which they are employed. The University of Delaware Police Department encourages the community to ask questions and express their concerns about an incident, or their perception of policies and practices.

The department would prefer you speak with a supervisor when you file a complaint. We do this to ensure that we obtain all the necessary information that we will need to fully and impartially investigate your complaint, as well as expedite the resolution of any complaints.

If you do not want to speak with a supervisor, you are able to file a complaint against an employee or officer by fully and accurately completing the attached complaint form. We ask that you print neatly or type the form if possible. Please return the form in person or by e-mail to psu-udpd@udel.edu