University Police & PUBLIC SAFETY

Commendation, Suggestion or Complaint

The Pennsylvania State University Police & Public Safety Department is committed to providing the highest quality of service to the University community. In order to be responsive to community needs, it is important to gather citizen input. Your constructive comments about our service, positive or negative, will help us improve and achieve our goals.

Commendation of employee service

Suggestions for agency consideration

Complaint of agency action

Complaint of employee performance

Date of Report: _____

Date/Time of incident: _____

Location of occurrence: _____

Employee(s) involved: _____

Please understand that if you desire to file an anonymous complaint, our ability to investigate the complaint might be limited to your anonymity. If you do wish to remain anonymous, please type the word "anonymous" in the Name, Address and Phone Number fields.

Reported/Submitted By:

Address: _____

Phone: _____

_____

Witness(es): _____

Address: _____

Phone: _____

Details:

Additional Description of event(s):

[empty text box]

- o When completing this form, please provide as much information as you can for the investigator to work with,
- o You will be contacted by a member of this department and asked questions to assist him/her with the information you have provided with your complaint. Please indicate in your narrative if you do not want to be contacted.
- o The investigation process takes approximately 30 days and if necessary will be extended to assist with the investigation.
- o You will be notified in writing from the Chief of Police about the disposition of your complaint.
- o After completing this form, you may deliver it in person to the police department or mail it to the following address:

    Penn State University Police & Public Safety
    Attn: Chief of Police
    Eisenhower Parking Deck
    University Park, PA 16802

DEPARTMENT USE ONLY:

◯ Administrative Review Only	◯ Investigation Required Tracking #_____
◯ Unfounded ◯ Sustained	Started: _____ Closed: _____
	◯Unfounded ◯Exonerated ◯Inconclusive ◯Sustained ◯Not Sustained
_____	_____
Approved by (Chief of Police) Date	**Approved by (Chief of Police) Date**