

VERNON COLLEGE POLICE DEPARTMENT

OFFICER COMPLAINT FORM

Vernon College Police Department (VCPD) Officer Complaint / Personnel Conduct

Vernon College Police Department is committed to providing professional, fair, and courteous law enforcement services to students, employees, visitors, and the community. VCPD accepts and reviews complaints concerning the conduct or actions of department employees.

Complaints may be submitted by any person and will be documented and reviewed in accordance with Vernon College Police Department policy and applicable law.

COMPLAINANT INFORMATION

Name: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Email: _____

☐ I wish to remain anonymous.

Note: Anonymous complaints may be accepted and documented; however, the ability of VCPD to conduct a complete investigation may be limited without contact information.

INCIDENT INFORMATION

Date of Incident: _____

Approximate Time: _____

Location of Incident: _____

VCPD Officer(s) Involved: _____

Badge/Employee Number, if known: _____

VCPD Vehicle Number, if known: _____

Case/Event Number, if known: _____

TYPE OF COMPLAINT

Please check all that apply:

- ☐ Conduct/Professionalism
 - ☐ Discourtesy/Rudeness
 - ☐ Excessive or Unnecessary Force
 - ☐ Improper or Unprofessional Language
 - ☐ Discrimination/Harassment
 - ☐ Improper Procedure
 - ☐ Failure to Follow Department Policy
 - ☐ Failure to Take Appropriate Action
 - ☐ Abuse of Authority
 - ☐ Improper Arrest/Detention
 - ☐ Improper Search/Seizure
 - ☐ Other: _____
-

DESCRIPTION OF COMPLAINT

Please provide a detailed description of what occurred. Include the date, time, location, names of individuals involved, statements made, actions taken, and any other information that may assist VCPD in reviewing your complaint.

Attach additional pages if necessary.

WITNESSES

Witness #1 Name: _____

Telephone/Email: _____

Witness #2 Name: _____

Telephone/Email: _____

Additional Witnesses: _____

SUPPORTING INFORMATION

Please identify any documentation or evidence that may support your complaint:

☐ Photographs

☐ Video

☐ Audio Recording

☐ Documents/Records

☐ Text Messages/Emails

☐ Other: _____

Description of supporting information:

COMPLAINANT STATEMENT

I understand that the information provided on this form will be used by the Vernon College Police Department to document and review my complaint. I understand that VCPD may contact me for additional information or clarification.

I certify that the information I have provided is true and accurate to the best of my knowledge.

Complainant Signature: _____

Date: _____

FOR VCPD USE ONLY

Complaint Received By: _____

Date Received: _____

Time Received: _____

Method Received:

- ☐ In Person
- ☐ Mail
- ☐ Telephone
- ☐ Online
- ☐ Email
- ☐ Other: _____

Complaint/Reference Number: _____

Assigned To: _____

Date Assigned: _____

Supervisor/Command Review: _____

Date: _____

Disposition:

- ☐ Sustained
- ☐ Not Sustained
- ☐ Unfounded
- ☐ Exonerated
- ☐ Policy/Procedure Issue Identified
- ☐ Administrative Action
- ☐ Training/Corrective Action
- ☐ Referred to Another Agency/Office
- ☐ Other: _____

Date Investigation/Review Completed: _____

Final Action/Comments:

Reviewed By: _____

Title: _____

Date: _____

HOW TO SUBMIT A COMPLAINT

Completed complaint forms may be submitted to the **Vernon College Police Department** through the department's designated complaint submission methods, including:

- In person
- By mail
- By telephone
- Through the Vernon College Police Department online complaint submission process

Individuals may also contact the Vernon College Police Department for assistance in submitting a complaint.

Vernon College Police Department

Vernon College

Vernon, Texas

Department Telephone: _____

Email: _____

Online Complaint Form: _____

NOTICE

Vernon College Police Department will document and review complaints concerning department employees in accordance with department policy and applicable law. The submission of a complaint does not, by itself, establish that misconduct occurred. Individuals submitting complaints are encouraged to provide accurate and complete information.