



**University at Albany
Police Department
COMPLIMENT, SUGGESTION
AND COMPLAINT FORM**



The University at Albany Police Department encourages any individual who is aware of misconduct of any employee of the University at Albany Police Department to file a formal complaint with this agency. Such alleged misconduct includes, but is not limited to any violation of law, violation of our policies, use of excessive force, or Civil Rights violations.

It is our goal to maintain open lines of communication with our community. Public trust is essential and it is this department's responsibility to investigate all citizen complaints promptly, thoroughly and fairly. This measure protects the rights of citizens and the officer, increases department accountability, credibility and transparency.

This department recognizes that completing and submitting this form may be intimidating and stressful. It is our policy to limit access to information on who files a complaint and have a strict policy against any form of retaliation. We also accept all forms of complaints from any source, including anonymous and third party complaints. We have arranged with other University Departments and an off-campus agency to provide assistance in completing the form and follow up process. A list of these resources is located on the reverse side of this sheet.

The Compliment, Suggestion and Complaint form may be submitted electronically via our **website: www.police.albany.edu**

Handwritten forms may be submitted to :

**The University at Albany Police Department, Justice Dr. 1400 Washington Ave. Albany, NY
12222**

If you have questions regarding your rights , further information is available on the

American Civil Liberties Union website:

www.aclu.org

University at Albany Departments

Disability Resource Center
Business Administration Building
Room 120
(518) 442-5490

International Student & Scholar Services
Science Library
Room G-40
(518) 591-8189

Off Campus Resources

The Center for Law and Justice
220 Green St.
Albany, NY 12202
(518) 427-8361

NEW YORK STATE UNIVERSITY POLICE
UNIVERSITY AT ALBANY
State University of New York

COMPLIMENT/SUGGESTION/COMPLAINT REPORT FORM

(1) Identify the type of report being made by checking the appropriate boxes below:

Compliment

If you wish to compliment a specific officer/member of the University Police Department, please identify in (2) below the officer's name and/or badge number if you can. Please include the date, time and location if applicable.

Suggestion

The University Police Department welcomes suggestions made by the community. Many of these will be used in helping formulate the activity of the University Police Department. Please complete (2) below.

Complaint

It is the policy of the University at Albany Police Department to investigate all allegations of misconduct by our employees. You can remain anonymous, or report misconduct on the behalf of a third party. This may limit our ability to investigate the incident, but will still initiate an investigation.

If you wish to report misconduct by an officer/employee of the University Police Department, please complete (2) below. Be specific and detailed as possible. Please include time, date and location of the incident as well as the name(s) and local telephone numbers of any witness(es). Please identify the officer's name and/or badge number if you can. If you cannot, a description of the officer may suffice.

(2) Please be as specific as possible (PLEASE print, write legibly or attach a separate typed sheet instead):

You may write on the back of this form if necessary

Your name: _____ Phone #: _____

Please print (optional, but we would like to contact you to follow up on your report)

We also encourage you to ask to speak with one of our supervisors to discuss this matter