

Community Oriented Policing

The safety and security of our campuses is a joint effort. Community members and University Police Services work together to build a safe and peaceful campus environment where the educational, research and community service goals of the campus can be achieved. In order to better understand and act upon the concerns of the members of the community, this complaint form has been created and distributed to encourage an exchange of valuable information. If you believe an employee of the police department has done something wrong, we want to know about it. Conversely, if we are doing something you like and appreciate, we would like to hear about that as well.

Policy

It is the policy of University Police Services that its employees legally and properly discharge their duties keeping in mind the mission of the campus. In order to properly address employee misconduct and avert future occurrences, we ask that any perceived misconduct be reported immediately.

To the same degree, the administration of the police department would like to hear about situations where our employees provide exemplary service, that which is above and beyond the call of duty.

Instructions

Please complete this form as indicated, with as much detailed information as possible. If additional space is required, attach supplemental sheets as necessary. The form may be mailed to the University Police Services, Internal Affairs Division, 4505 S. Maryland Parkway, Las Vegas, NV 89154-2007 or delivered to the front counter of University Police Services at either our police headquarters (University Gateway, 1280 Dorothy Ave. Las Vegas, NV 89119).

Processing

Information received through this complaint form will be acted upon promptly. All investigations will be conducted in attendance to applicable law and policy. The complainant shall be informed as to the disposition of the complaint investigation.

Notice

Notice: Under Nevada Law, criminal and/or civil actions may be brought against a person who deliberately makes a false report of crime or personnel complaint to University Police. Also, students and staff may be subjected to internal administrative disciplinary proceedings for knowingly making any type of false report and/or statement to University Police Services.

NRS 207.280 False reporting of crimes unlawful. Every person who deliberately reports to any police officer, sheriff, district attorney, deputy sheriff, deputy district attorney or member of the Department of Public Safety that a felony or misdemeanor has been committed, which causes a law enforcement agency to conduct a criminal or internal investigation, knowing such report to be false, is guilty of a misdemeanor. (Added to NRS by 1965, 409; A 1967, 523; 2005, 939)

University Police Services Southern Command



Integrity—Respect—Support

Citizen Complaint Form

COMPLAINT FORM

UNIVERSITY POLICE SERVICES



DATE: _____
TIME: _____

INCIDENT: _____
DATE: _____ TIME: _____ LOCATION: _____

COMPLAINANT
NAME: _____ RES. TEL: _____

ADDRESS: _____ BUS. TEL: _____

EXPLAIN: (INCLUDE NAMES OF WITNESSES - ADDRESS, TELEPHONE#, NAMES OF INVOLVED OFFICER(S), AND INFORMATION)

YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A POLICE SERVICES EMPLOYEE FOR ANY IMPROPER CONDUCT. UNIVERSITY POLICY REQUIRES THIS AGENCY TO HAVE A PROCEDURE TO INVESTIGATE COMPLAINTS. YOU HAVE THE RIGHT TO A WRITTEN DESCRIPTION OF THIS PROCEDURE. THIS AGENCY MAY FIND AFTER AN INVESTIGATION THAT THERE IS NOT ENOUGH EVIDENCE TO WARRANT ACTION ON YOUR COMPLAINT, EVEN IF THAT IS THE CASE, YOU HAVE THE RIGHT TO MAKE THE COMPLAINT AND HAVE IT INVESTIGATED IF YOU BELIEVE AN EMPLOYEE BEHAVED IMPROPERLY. COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS WILL BE RETAINED BY THIS AGENCY AS REQUIRED BY NEVADA STATE LAW, THE NEVADA ADMINISTRATIVE CODE, STATE ADMINISTRATIVE MANUAL, BOARD OF REGENTS REGULATIONS AND UNIVERSITY POLICY.

IT IS AGAINST THE LAW TO MAKE A COMPLAINT THAT YOU KNOW TO BE FALSE. IF YOU MAKE A COMPLAINT AGAINST AN EMPLOYEE KNOWING THAT IT IS FALSE, YOU CAN BE PROSECUTED ON A MISDEMEANOR CHARGE.

NRS 207.280 False reporting of crimes unlawful. Every person who deliberately reports to any police officer, sheriff, district attorney, deputy sheriff, deputy district attorney or member of the Department of Public Safety that a felony or misdemeanor has been committed, which causes a law enforcement agency to conduct a criminal or internal investigation, knowing such report to be false, is guilty of a misdemeanor. (Added to NRS by 1965, 409; A 1967, 523; 2005, 939)

I HAVE READ AND I UNDERSTAND THE ABOVE STATEMENT, AND I CERTIFY THAT THE ABOVE REPORTED INFORMATION IS TRUE AND CORRECT.

COMPLAINANT'S

SIGNATURE: ☐ STUDENT ☐ STAFF ☐ FACULTY ☐ OTHER

NAME OF
RECEIVING OFFICER: _____ DATE: _____ TIME: _____

REFERRED TO:	CASE #	IA#
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