



Policy

It is the policy of the USF Police Department to investigate all complaints against the department or its employees. This ensures the integrity of the Department while protecting the rights and interests of both citizens and departmental employees.

We view all complaints against police employees very seriously and actively pursue investigations into misconduct. For this reason, you must ensure that your complaint is based on fact and you have provided us with all of the facts to the best of your ability.

Complaint Procedure

Complaints of a lesser degree (rudeness, procedural violations, agency policy) may be assigned to a first-line supervisor who will recommend one of the following dispositions:

Sustained- there is substantial evidence to prove the allegation.

Not Sustained- there is insufficient proof to prove or disprove the allegation.

Unfounded- the allegation is false.

Exonerated- the incident occurred but was lawful and proper.

Not Involved-The investigation established that the employee named in the complaint was not involved in the alleged incident.

For allegations of serious misconduct, an internal affairs investigator may be assigned.

If the complaint is sustained, disciplinary action may consist of counseling, oral reprimand, written reprimand, suspension, or termination

If your complaint was not filed anonymously, you may be notified once the investigation is complete. You will be advised of the finding and action taken; however you will not be told specific information that would violate the employee's right to privacy.

Commendation

If a USFPD employee has provided you with a positive experience, we would appreciate hearing from you.

Common Questions

How do I make a commendation or complaint?

Commendations and complaints may be made in person, by telephone, mail, or email. Forms can be found at the police department or online at <https://www.usf.edu/administrative-services/university-police/resources/index.aspx>

Who can make a complaint?

Any person who witnesses, or has direct knowledge of, police misconduct may file a complaint.

Can I make a complaint anonymously?

Yes, complaints may be accepted from any source, including those which are anonymous

When should I file a complaint?

You should contact the Department as soon as practical whenever you witness behavior by any Department member which is a violation of city, state or federal law, involves excessive use of force, or involves discourteous or abusive treatment.

Will my complaint be investigated?

Each complaint is read and assigned by the Chief of Police, and will be completely and thoroughly investigated.

**USF Police Department
Attn: Professional Standards Division
4202 E. Fowler Ave., UPB 002
Tampa, FL 33620**





USF POLICE DEPARTMENT
 Commendation or Complaint Summary Form

We are a professional state law enforcement agency and are here to serve the campus community as well as protect it. USFPD officers and employees are held to the highest standards of their profession and we welcome any compliment or concerns regarding our performance. Commendations and complaints may be made in person, by telephone, mail, or email. This completed form can be emailed to usfpd-professional-standards@usf.edu. If your concern requires immediate attention, please call our office directly at (813) 974-2628. We are available 24 hours a day for assistance.

Citizen Contact Information

Name: _____ Today's Date: _____ I wish to remain anonymous

Address: _____

Email: _____ Phone Number: _____

USF Student USF Parent/Guardian USF Employee Non-USF Affiliate/Citizen

Witness Information

Name: _____ Phone Number: _____

Address: _____

Name: _____ Phone Number: _____

Address: _____

Incident Information:

Reason for Contact: Commendation/Compliment Complaint/Concern Other

Date of Incident: _____ Time of Incident: _____ Location of Incident: _____

Police Employee's Name/ID Number: _____

Police Employee's Name/ID Number: _____

Brief Summary of Incident:

Departmental Use Only

Received By: _____ ID Number: _____ QSA Number: _____

Investigator Assigned: _____ ID Number: _____ Complaint Number: _____