



## Department of Public Safety

### **CITIZEN'S COMPLAINT**

Dear Complainant:

A relationship of trust and confidence between employees of the public safety department and the community they serve is essential to effective policing. Public safety officers must be free to initiate enforcement actions in a reasonable manner without fear of reprisal, while respecting the rights of all persons in doing so.

The Bucknell University Department of Public Safety has a citizen complaint procedure in place. This procedure serves to outline the disciplinary process and initiate corrective action, when officers conduct themselves improperly. It also serves to protect officers from unwarranted criticism when they perform their duties properly.

Citizens are encouraged to report improper police conduct. These complaints will be dealt with in a prompt, open and expedient manner.

You should be aware that public safety officers have the same rights as do all citizens to pursue recourse for false allegations. Officers may take civil action, and it is a violation Pennsylvania Criminal Law for anyone to knowingly file a false report to a law enforcement agency to implicate another or to report an offense or incident knowing it did not occur.

Please feel free to contact the office of the Chief of Public Safety during normal business hours if you have any questions regarding this procedure, (570) 577-3333.

Sincerely,  
Stephen J. Barilar  
Chief of Public Safety

# Professional Standards Intake Form

**INSTRUCTIONS:** This form should be completed by a supervisory member or sworn officer, if no supervisor of the department to formally document complaints and/or allegations of misconduct concerning known or unknown members of the department or the department's services in general. In addition, supervisors shall use this form to report observed significant violations of Bucknell University Department of Public Safety policies or significant use of force incidents. Completed forms should be routed to the Captain.

Reporting Supervisor's or Officer's Name/Title: \_\_\_\_\_

Type of Report (check one):

- Complaint and/or allegation of misconduct  
 Supervisor's report of significant policy violation or misconduct (*no external complaints; initiated by supervisor*)  
 Supervisor's report of significant use of force (*no external complainant; initiated by a supervisor*)  
 Other matter (*specify*): \_\_\_\_\_

Location of alleged incident: \_\_\_\_\_

Date of alleged incident: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of alleged incident: \_\_\_\_\_ hours

Receiving Officer's Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Subject Members(s) (*if unknown, so state*)

Name/Rank/Assmt.: \_\_\_\_\_ Type\*: \_\_\_\_\_  
Name/Rank/Assmt.: \_\_\_\_\_ Type\*: \_\_\_\_\_  
Name/Rank/Assmt.: \_\_\_\_\_ Type\*: \_\_\_\_\_  
Name/Rank/Assmt.: \_\_\_\_\_ Type\*: \_\_\_\_\_

\*Member Type: P=Police Officer, N=Non-Sworn Officer, D=Dispatcher, C=Civilian

## Complainant/Reporting Party

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Bucknell Affiliation (check one):  Student,  Faculty/Staff,  Visitor/Other Citizen

Is complainant a suspect charged with committing a crime related to the matter?  Yes or  No

## \*\*INITIAL DOCUMENTATION – CHECK ALL THAT APPLY\*\*

- |   |   |
|---|---|
| <input type="checkbox"/> Complainant's written statement attached               | <input type="checkbox"/> Complainant's written statement forthcoming      |
| <input type="checkbox"/> Documentation of complainant's oral statement attached | <input type="checkbox"/> Relevant Incident Report(s) attached             |
| <input type="checkbox"/> Use of Force supplemental form(s) attached             | <input type="checkbox"/> No additional information available at this time |
| <input type="checkbox"/> Other attachments: _____                               |   |

