

The University of Alabama Police Department



CITIZEN'S COMPLAINT PROCEDURES

When a complaint/inquiry is filed, the following procedures are activated:

Complaint Initiation

When misconduct is observed or complaints/information relative to misconduct are received by a member of The University of Alabama Police Department, the department member will immediately notify a supervisor and prepare a written report to be forwarded through the chain of command containing information received, observations, and actions taken. The supervisor or command officer who first receives the information of the alleged violation will record all of the information at the time the complaint is received on a Citizen's Complaint/Inquiry form and forward the complaint to the Assistant Commander of Investigative Support. The complainant may be asked to complete a written statement detailing the event and allegations of misconduct against the department member.

UAPD FORM 290-1
08/25/2017

The department's internal investigation authority will be contacted by a supervisor and informed of the complaint. The internal investigation authority will determine who will be responsible for conducting an investigation and assign a case number to the complaint.

Allegations deemed "less serious transgressions" will be referred to the member's unit commander for investigation. In more serious cases, the complaint will be assigned directly to the internal investigations authority.

Investigation Process

The member assigned to investigate a complaint against a department member will, if applicable, contact all complainants and witnesses as soon as possible. It is in everyone's best interest that the complainant is cooperative with the investigating member so the complaint can be thoroughly investigated. The investigating member may take written statements from complainants and witnesses. These statements will assist the investigating member in reaching a fully factual conclusion to the investigation. The investigating member will prepare a summary of the investigation and forward the findings to the Assistant Commander of Investigative Support and the Chief of Police. However, the investigating member does not make recommendations regarding the disposition of the complaint or disciplinary matters involving the affected member.

Time Frames of Investigations

The scope of the investigation will be determined by the seriousness of the allegation and by the number of persons involved. Investigations may take several weeks depending on the complexity of the case. Investigators make every attempt to conduct personal interviews with complainants, witnesses, or employees while conducting the investigation. Every complaint is taken seriously. Investigations involving allegations of criminal misconduct may require the cooperation of the District Attorney's office. The investigation should be completed and final department action taken within 90 days of the filing of the complaint. The Chief of Police may grant an extension of the investigative period in cases which extenuating circumstances exist. The University of Alabama will not arbitrarily delay an investigation.

Discipline Procedures

When an investigation is completed, the Assistant Commander forwards a summary of the case to the Chief of Police. After reviewing the case file, the Chief may decide the case requires further investigation, recommend the case be closed with no further action merited, or impose discipline on the affected employee.

If an investigation reveals department rules, regulations, or directives have been violated, there are several forms of discipline which can be executed. Discipline can range from oral counseling to termination of employment. To determine the appropriate discipline, the Chief of Police will review the case file, review the employee's history and confer with the employee's supervisor.

If the allegations involve criminal conduct on the part of the member, an entirely independent criminal investigation will be conducted.

Notification to Complainant

When the investigation into a complaint is concluded, the complainant will be notified by letter of the findings. The letter will not specify the exact nature of the disposition, but it will indicate whether the member's actions were found to be appropriate or inappropriate. If there is any disciplinary action, the letter will state appropriate corrective measures are being taken.

NOTE: The Alabama Criminal Code, section 13A-10-9, states "A person commits the crime of false reporting to law enforcement authorities if he knowingly make a false report or causes the transmission of a false report to law enforcement authorities of a crime or relating to a crime."

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THE UNIVERSITY OF ALABAMA POLICE DEPARTMENT

CITIZEN'S COMPLAINT AND INQUIRY

This form should be completed by the complainant or supervisor receiving the complaint/inquiry.

Date _____ Time _____

Complainant's Name _____

Home Address _____ Home Phone _____

Email Address _____ Cell Phone _____

If applicable, list other complainants and/or witnesses

Name _____ Phone _____

Name _____ Phone _____

Location of Incident _____ Date _____

Member Involved _____ Unit _____

Member Involved _____ Unit _____

Member Involved _____ Unit _____

Type Incident _____

I understand that I am filing a complaint that will be investigated by The University of Alabama Police Department. I understand that each complaint is taken seriously and that the investigation may take weeks or months, depending on the complexity of the case. I understand that I may have to speak with investigators or make written statements concerning my complaint. I understand that I will be notified of the findings of the investigation

Complaint's Signature _____

Received by: _____

Classified as: Court Issue ☐ Resolved ☐ Complaint ☐

Department Use Only IA Case #