



WESTERN KENTUCKY UNIVERSITY POLICE DEPARTMENT



SWORN CITIZEN COMPLAINT FORM

This is a means for the Western Kentucky University Police Department to identify policy/procedure problems, or personnel problems involving either civilian or sworn personnel. To file a sworn citizen complaint, forms must be returned to the WKU Police Department. All forms must be signed and notarized at the time of the complaint.

If the investigation sustains a wrongdoing on the part of any member of the department, disciplinary action will be taken as outlined in the Western Kentucky University Police Department Operations Manual, current edition; as specified in Kentucky Revised Statutes, the Police Officer Bill of Rights, and the Western Kentucky University Personnel Manual.

1. All complaint forms are completed and forwarded to the office of the Chief of Police.
2. The Chief of Police will review the complaint(s) and assign a Police Supervisor to investigate the incident or employee(s) involved.
3. All facts pertinent to the alleged complaint will be compiled and evidence gathered.
4. The investigating Supervisor will complete and forward to the Chief of Police a written report of the findings.
5. The Chief of Police shall then make a decision, which is final and a matter of record.
6. A disposition of the investigation will be made and kept on file at the WKU Police Department.
7. The complainant will be notified as to the outcome of the investigation.
8. If an action of wrongdoing is sustained, the complainant may be asked to appear in person to testify against the employee involved.

CAUTION: If the investigation reveals the complaint was made maliciously, in bad faith, or with knowledge that the accusation was false, steps shall be taken, by the Western Kentucky University Police Department, whenever possible, to prosecute the complainant for make a false police report, according to the Kentucky Revised Statues.

The following signature indicates that I have received and understand the above information.

Signature of Complainant: _____ **Date:** _____

