



RICE UNIVERSITY POLICE DEPARTMENT

Citizen Complaint Intake Form

6100 Main Street • Houston, Texas • 77005 • 713.348.6000

A Message from the Chief: The Rice University Police Department is committed to providing the highest quality of service to the students, faculty, staff and visitors of the University. The Rice University Police Department reviews allegations of misconduct to assure professional conduct. Members of the public and Rice University community may initiate a complaint about the conduct of a department employee and police or security officer by completing, signing and submitting this form:

Chief Clemente Rodriguez

Date and Time Received: ____/____/____ at ____:____ am/pm Call Number: ____ - _____

Investigative Case File Number (CID use only): _____

Complainant: _____ DOB: ____/____/____ SSN#: _____

Home Address: _____

City, State, Zip: _____

Home Telephone: _____ Cell Phone: _____

Local Address: _____ Local Telephone: _____

Occupation: _____ Place of Employment: _____

Work Telephone: _____

Email Address: _____

Complaint Received:

In Person By Mail By Phone Web/Email

Anonymous Other (explain) _____

Incident Description

Date of Alleged Incident: ____/____/____ Time of Alleged Incident: _____

Location of Alleged Incident: _____

Name of Accused Department Employee(s), if known: _____

1. _____ ID: _____
2. _____ ID: _____
3. _____ ID: _____

Use of Force

Was Force Used? Yes No

If yes, what Type of Force Used? _____

Was the Complainant or any other party arrested as a result of the incident? Yes No

If yes, indicate charges filed: _____

Case Number: _____ Next Court Date: _____

Did the Complainant or any other party sustain an injury as a result of the incident?

Yes No

If yes, describe:

As a result of the incident, was the Complainant's or any other party's property damaged?

Yes No

If yes, describe:

Witnesses

Were there any witnesses to the incident? Yes No

If yes, please complete the following (use additional paper if necessary). If no, skip to next page.

Name of witness #1: _____ Home Telephone: _____

Full Address: _____

Place of Employment: _____ Work Telephone: _____

Cell Phone: _____ Relationship to Complainant: _____

Name of witness #2: _____ Home Telephone: _____

Full Address: _____

Place of Employment: _____ Work Telephone: _____

Cell Phone: _____ Relationship to Complainant: _____

Email Address _____

Received By

Rank/Name of Supervisor Receiving Intake Form:

Badge Number:

Signature of Supervisor

Date

Number of attached written statements (*Complainant and/or witness*): _____

Describe:

The following section is to be completed by the Complainant

I, _____ (*printed name*), have read pages 1 through 3 of the Citizen Complaint Intake Form and any accompanying written statement and affix my signature below in testimony that the information contained herein is truthful and accurate to the best of my knowledge. I understand that a police officer from the Rice University Police Department's Criminal Investigations Division will contact me about the complaint and that a thorough investigation of the incident will be completed. I further understand that this is an official police report and as such, if it is determined that I have intentionally made false statements I may be charged criminally in a court of law.

Signed under the pains and penalties of perjury this _____ day of _____, _____.

Signature of Complainant

Witness

Investigation Procedure

Once your inquiry or complaint is received, it will be thoroughly investigated by a person designated by the Chief of Police. The investigation will usually include a review of all applicable reports, policies and procedures, examination of any evidence or medical records, and interviews with all parties and witnesses. Some inquiries may be resolved within one day, while more complex investigations will likely take several weeks to complete.

The Chief of Police reviews every inquiry and complaint. If the Chief determines that an employee violated department policies or procedures, appropriate corrective action will be taken. The Chief's review will also include looking for ways to improve policies, procedures and training.

The Chief will review the complaint and findings. This review is to assure that the investigation was handled thoroughly and objectively.

Findings

You will receive written notification of the Chief's findings. There are four possible findings:

Sustained – The allegation made in the complaint was proven.

Not Sustained – The investigation failed to prove or disprove the allegation.

Unfounded – The investigation shows that the alleged act did not occur.

Exonerated – The investigation shows that the alleged act did occur, but was justified, lawful and proper under the circumstances.

Narrative of Complaint: (Attach *Letter of Complaint*, if applicable.) Provide a narrative containing the specific allegations; a summary of facts surrounding the allegations; and other pertinent information. Describe the activity of Department employee(s) at the time of incident (traffic stop, call for service, arrest, etc.). If a written statement is attached, be sure it is signed and dated by all parties. Use additional sheets if necessary.

Photocopies of all pages and attachments to: ___ CID Supervisor ___ Chief ___ Complainant