FILING A COMPLAINT AGAINST A

TENNESSEE STATE UNIVERSITY POLICE DEPARTMENT

 EMPLOYEE

**Who can make the complaint?**

The Tennessee State University Police Department’s policy is to investigate all complaints against the department or its employees. Complaints will be accepted from an individual whether in person, by mail, or by telephone, this ensures the integrity of the department and protects the rights and the interests of both community and departmental employees.

**The Complaint Process:**

* By going to Police Headquarters (Queen Washington Hall) and asking to speak with a supervisor.
* By contacting the TSUPD Office of Professional Accountability at (615) 963- 1465.
* By writing a letter to the Office of Professional Accountability,

 TSU Police Department

 Queen Washington Hall

 3500 John A Merritt Boulevard

 Nashville, Tennessee 37209

* By completing a TSUPD Community Complaint Form. The form is available at TSUPD Headquarters, on-line at TSUPD website, or by mail if requested.

**Please include as much of the following information as you can remember when filing a complaint:**

* Date, time, and location of the incident.
* Name(s) and badge number(s) of the member(s) involved.
* Names and addresses, and telephone numbers of any witnesses.
* Circumstances of the incident.

Police Department

3500 John A Merritt Boulevard

Nashville, Tennessee 37209

(615) 963 – 5171

 Control #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TSUPD Community’s Complaint Form**

The Tennessee State University Police Department requires that complaints be written, when possible. We provide this form with the understanding that you authorize this department to conduct an investigation to determine if a violation of law or departmental rules and regulations occurred. COMPLETE AND DETAILED information will speed action on your complaint.

**PLEASE PRINT OR TYPE**

 **Name of Complainant Street Address**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_\_\_/\_\_\_\_ (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **City, State, Zip Code Date of Birth Phone Number**

Date and time incident occurred? **\_\_\_/\_\_\_/\_\_\_ \_\_\_:\_\_\_** A.M. P.M.

Who is the employee that your complaint is against? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee’s Name

Have you talked with the employee’s supervisor? YES NO

X

Have you talked with an attorney in this matter? YES NO

If so, name and phone number of the attorney?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complainant Witnesses:

|  |  |  |
| --- | --- | --- |
|  **NAME** |  **ADDRESS** | **PHONE** |
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Please fill out a statement on the back or second page of this form, describe the nature of your complaint.

Page 1

**TSUPD Community’s Complaint Form**

**AFFIDAVIT**

Describe, as detailed as possible, the nature of your complaint, person(s) involved, witnesses, witnesses’ telephone number, addresses, location of occurrence, approximate time of occurrence, etc. (If additional space is needed, please us and additional sheet and attach to this form).

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I do hereby swear or affirm that the factual allegation(s) made by me in this complaint is true to the best of my knowledge and belief and based upon fact. I authorize the Tennessee State University Police Department to use the information given in any manner deemed necessary and proper to conduct and conclude its investigation.

Signature of Complainant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_/\_\_\_/\_\_

Send to: [TSUPDComplaints@tnstate.edu](TSUPDComplaints%40tnstate.edu)