Tufts University Police
Citizen Complement & Suggestion Intake Form

The Tufts University Police Department will review and investigate all complaints regarding the conduct of department personnel, and all complaints regarding department procedures and services. The completion of this form is the first step in the complaint process.

Reporting Person Contact Information

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number:</td>
<td>E-mail Address:</td>
</tr>
</tbody>
</table>

Any Additional Contact Information

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
</tr>
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<tbody>
<tr>
<td>Phone Number:</td>
<td>E-mail Address:</td>
</tr>
</tbody>
</table>

Employee you would like to compliment (Employee Name): ____________________________
Employee Description (if name unknown): ____________________________________________

Compliment, Suggestion or Question Information

If Compliment, please provide the location of incident:

Date the incident occurred (mm/dd/yyyy): ____________
Time: ____________

Please Describe the interaction below. (Please provide specific, detailed information; can attach additional document if necessary.)

If you are submitting a suggestion or have a question, please provide details below.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Signature: ____________________ Date: ____________ Time: ____________

(Official Use Only)

Received By: ____________________ Reviewed By: ____________________

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