



**OKLAHOMA CITY COMMUNITY COLLEGE POLICE DEPARTMENT  
COMPLAINT FORM**



<p style="text-align: center;"><b><u>Complainant Information</u></b></p> <p>Name: _____</p> <p>DOB: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Student ID: _____</p>	<p style="text-align: center;"><b><u>OCCC Police Department Employee</u></b></p> <p>Name (If known): _____</p> <p>Description:</p> <p>Sex: _____ Age: _____ Race: _____ HT: _____</p> <p>WT: _____ Build: _____ Hair color: _____</p> <p>Eye color: _____ Glasses: Y/N Facial hair: Y/N</p> <p><b>Police Unit (If Applicable)</b></p> <p>Unit ID number: _____ Tag number: _____</p>
<p style="text-align: center;"><b><u>Initial Contact Information</u></b></p> <p>Type of Contact: _____</p> <p>Date of Contact: _____</p> <p>Approximate Time of Contact: _____</p> <p>Location of Contact: _____</p>	<p style="text-align: center;"><b><u>Specific Allegation(s)/Concern(s)</u></b></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>

**Narrative**

Please describe or explain the alleged actions committed by the OCCC Police Department Employee(s)

~End of report~ (Initials) \_\_\_\_\_

**Narrative (Continued)**

~End of report~ (Initials) \_\_\_\_\_

**Affidavit**

I, \_\_\_\_\_, have read (or someone has read to me) all the information on this form concerning my complaint(s) of what I believe to be inappropriate behavior by an employee of the Oklahoma City Community College Police Department. I fully understand the contents of the entire form, and believe all statements made by me are true and correct. I have initialed all errors and corrections, and placed by initials in all required spots. I understand if I falsified any information I could be subjected to criminal prosecution.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date/Time

\_\_\_\_\_  
Signature of Supervisor Taking Complaint

\_\_\_\_\_  
Date/Time

***\*Everything below is for official use only- To be completed by OCCC Police Supervisor***

**Supervisor's Actions**

Investigating Supervisor:

Name \_\_\_\_\_ RID \_\_\_\_\_

**Type of Complaint**

- Formal**
- Informal**
  
- Interview with Complainant:** \_\_\_\_\_ (Initials)  
Date/Time \_\_\_\_\_
- Interview with Officer:** \_\_\_\_\_ (Initials)  
Date/Time \_\_\_\_\_
- Review/Preservation of Video:** \_\_\_\_\_ (Initials)  
Date/Time \_\_\_\_\_
- Investigation Memo:** \_\_\_\_\_ (Initials)  
Date/Time \_\_\_\_\_

**Supervisor's Findings**

- Complaint Forwarded to Lieutenant**  
*(Only if Serious in Nature)*
- Unfounded**  
*When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.*
- Exonerated**  
*When the investigation discloses that the alleged act occurred but that the act was justified, lawful, and/or proper.*
- Not Sustained**  
*When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.*
- Sustained**  
*When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.*

\_\_\_\_\_  
Signature

**Administrative Review**

**Police Lieutenant**

- Concur
- Oppose *(See notes)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Chief of Police**

- Concur
- Oppose *(See notes)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Administrative Notes (If Opposed)**

Lieutenant:

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Signature

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Date

Chief of Police:

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Signature

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Date