Dear Members of the Community:

As the Director of the Office of Public Safety and Chief of Police, I am committed to providing quality police services to this community and ensuring police employees always conduct themselves with courtesy and professionalism. Evaluating the performance of University Police employees is a critical component of assessing these services and standards.

The Towson University Police Department has in place systems of positive and negative discipline that are used to commend and correct the actions of police employees. The attached form has been provided for the convenience of individuals wishing to bring to my attention the performance of any agency employee.

The agency’s awards and commendations program is established to honor employees who make outstanding contributions toward fulfilling the mission of the agency through acts of valor or merit and do so at levels beyond normal expectations. Furthermore, in an effort to resolve any incidents or perceptions of poor service, I will ensure all reports alleging poor service, brutality, or unprofessional conduct on the part of any employee of this agency are investigated.

I particularly suggest complaints against agency personnel are filed in person at the Public Safety Building. We have found that personal contact with on-duty supervisors helps to resolve many questions regarding the handling of complaints. Regardless of whether complaints are filed in person, by mail, or by phone, all will be reviewed and have appropriate investigations conducted. Complainants should expect to be contacted by investigative personnel at the phone numbers or addresses that have been furnished. Complainants will be notified in writing of investigation outcomes.

Please read the attached form for special requirements involving complaints of alleged brutality.

State law mandates that any investigation which could lead to disciplinary action, demotion, or dismissal of a law enforcement officer must be conducted in accordance with the Law Enforcement Officer’s Bill of Rights, Annotated Code of Maryland.

Due to the commitment of resources, personnel, and time expended investigating complaints, I ask community members to carefully consider the accuracy of any allegations before initiating this process. The service we provide to the community is a great responsibility. I view any reported misconduct as a serious allegation -- worthy of a complete and impartial investigation. Similarly, I regard reported acts of valor, merit, or kindness as deserving comprehensive inquiries and appropriate recognition.

Thank you,

Charles J. Herring
Director
Office of Public Safety and
Chief of Police
Intentionally Blank
<table>
<thead>
<tr>
<th>Your Complete Name: First Middle Last</th>
<th>TU ID#</th>
<th>Date of Birth</th>
<th>Today’s Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Home Address: Street, Apt. #</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Incident Day, Time, &amp; Location</td>
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</tbody>
</table>

Give names, addresses, & phone numbers of any witnesses to the incident. Use the area below if additional space is needed.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address: Street, Apt. #</th>
<th>City, State ZIP</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td>Phone</td>
</tr>
</tbody>
</table>

What are the names, ID numbers, car numbers, or descriptions of the police employees involved (as best as you can).

1.  
2.  
3.  
4.  

What is your statement pertaining to employee performance? Describe in your own words what happened. (Use extra paper if necessary.)
This information is not intended to discourage legitimate complaints against police officers. The validity of a thorough investigation depends upon timely and truthful information. The Annotated Code of Maryland provides criminal penalties of up to $500 fine and six months imprisonment for persons who knowingly make false statements, reports or complaints, or who cause reports or complaints to be made to police officers with intent to deceive and with intent to cause investigations or other actions to be taken.

Individuals wishing to protect their right to an investigation into allegations of brutality are encouraged to comply with the following:

“A complaint against a law enforcement officer that alleges brutality in the execution of the law enforcement officer’s duties may not be investigated unless the complaint is signed and sworn to, under the penalty of perjury by:
(i) the aggrieved individual;
(ii) a member of the aggrieved individual’s immediate family;
(iii) an individual with firsthand knowledge obtained because the individual:
   1. was present at and observed the alleged incident; or
   2. has a video recording of the incident; or
(iv) The parent or guardian of the minor child, if the alleged incident involves a minor child.”

Investigations which could lead to disciplinary action for brutality may not be initiated and actions may not be taken unless complaints are filed within 366 days of the alleged brutality.

“I do solemnly declare and affirm under the penalty of perjury that I have read or have had read to me the information pertaining to this complaint and the contents of this document are true and correct to the best of my knowledge and belief. Further, I declare and affirm that my statement has been made by me voluntarily without persuasion, coercion, or promise of any kind.”

Signature ___________________________ Date ___________________________