



## **PUBLIC SERVICE REPORT FORM**

### *Police Department*

—

Office 385.201.1005

Fax 385.201.1006

—

128 North 100 East

Lehi, UT 84043

[www.lehi-ut.gov](http://www.lehi-ut.gov)

The Lehi City Police Department provides police service to our community. The Department has trained its personnel to provide consistent and professional service at all times. As a member of our community, you can assist the Department in ensuring that this level of service maintains that high level of expectation. We encourage your participation. We want you to give us information when you observe actions by the Lehi City Police Department or individual employees which you believe needs our attention. These can be both those actions which you find rewarding and those you might believe are not at an acceptable level of professional police service.

You may report your observations in person, by letter/email, or over the telephone. The Lehi City Police Department does accept anonymous information, but we would prefer that you provide us with your identity. Anonymous reports are investigated only to the extent which the information allows; which may not be satisfactory to you, or the Department.

You should expect that your initial contact will be with a Supervisor of the Lehi City Police Department. The Supervisor will prepare the actual Public Service Report and conduct a preliminary investigation. This is to ensure that all relevant and available information is gathered while it is still fresh. Your cooperation is very important, particularly in identifying witnesses and allowing us to accumulate evidence, including photographs and medical treatment records, if necessary.

A member of the Lehi City Police Department will be assigned to investigate your report and will make contact with you. The assigned Investigator will attempt to arrange for a convenient time to conduct an interview with you.

An essential part of this investigation is the direct contact with the involved police employees. In the case of a commendation, your report will become part of his/her personnel file. Police employees will be instructed not to contact you unless it is a response to a police service need.

We strive to complete all of these Public Service Report Investigations within 30 days. Normally the review process takes a few more days. You will be notified when the investigation is complete. Department personnel actions, such as any disciplinary actions to be taken as a result of this investigation, are not public record and are not shared.

Citizens, such as you, are valuable eyes and ears for our community and its Police Department. We respect your input, both good and bad. Whenever you see police actions which you believe we should be aware of, please report those to us.

---



**PUBLIC SERVICE REPORT FORM**

Today's Date \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_ AM PM

- Commendation of Employee Service
- Complaint of Agency Action
- Suggestion for Agency Consideration
- Complaint of Employee Performance

Location of Occurrence: \_\_\_\_\_

Your Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address (home): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: M F

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Employee(s) names(s): \_\_\_\_\_

Type of Incident/Complaint: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses: \_\_\_\_\_ Home phone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**Summary of Occurrence:** \_\_\_\_\_

Lined area for the summary of occurrence, consisting of 25 horizontal lines.

\_\_\_\_\_ **Print Name**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Signature**