

# **SUSANVILLE POLICE DEPARTMENT**

**Thomas V. Downing Chief of Police**

## **Information Regarding Citizen Complaints**

Citizen Complaints will be taken by any officer, other than the one the complaint may be against.

You will be requested to complete the Citizen Complaint form in as much detail as possible, (in addition to supplying the receiving officer with information he requests), and return it as soon as possible. You may check the box of the violation you feel has occurred and if you don't find an appropriate box indicated, complete the violation on page 2, in the area, "what you feel was done wrong." Your detailed statement needs to be as complete as possible with exact words and phrases used. If you will be submitting the form in person, DO NOT sign until given to the supervisor. If mailing, go ahead and sign all completed pages in the area indicated FILED BY and SIGNED. Be sure and date it on the day you completed it.

You will receive a letter within days from the Chief of Police acknowledging the receipt of your complaint and that an investigation of the matter is being conducted.

Once the investigation is completed and the CONCLUSIONS have been reached, you will be advised of the outcome of the investigation by the supervisor conducting it. If the complaint is SUSTAINED and disciplinary action will be taken, you will only be advised that APPROPRIATE DISCIPLINARY ACTION has been taken and not what the actual discipline consisted of.

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Thomas V. Downing, Chief of Police

## Citizens' Complaints

You have the right to make a complaint against a police officer for any improper police misconduct. California law requires this agency to have a procedure to investigate citizen's complaints. You have a right to a written description of this procedure. This agency may find that after the investigation that there is not enough evidence to warrant action on your complaint. *Even if that is the case, you have the right to make a complaint and have it investigated if you believe an officer behaved improperly.*

Citizen complaint and any reports or findings relating to complaints must be retained by this agency for at least five (5) years.

I have read and understood the above statement.

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Signature of Complainant

A copy is available upon request at no cost to the complainant. A copy of the citizen Complaint Procedure is also available upon request at no cost to the complaint.



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## CITIZEN COMPLAINT

Section 832.5 California Penal Code states: "Procedure for investigation of Citizens' Complaints against personnel."

- (a) Each department or agency in this state which employs peace officers shall establish a procedure to investigate citizen's complaints against personnel of such departments or agencies and shall make a written description of the procedure available to the public.
- (b) Complaints and any reports or finding relating thereto shall be retained for a period of at least five (5) years.

### CATEGORY I COMPLAINTS:

- 1. Force Used.
- 2. False Arrest.
- 3. Discrimination.
- 4. Criminal Conduct.
- 5. Racial/Ethnic Slurs.

### CATEGORY II COMPLAINTS:

- 1. Poor Service.
- 2. Discourtesy.
- 3. Improper Procedure.
- 4. Conduct unbecoming a Peace Officer.
- 5. Other Misconduct that reflects Upon the Department (specify).

Date Occurred: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Officers Name: \_\_\_\_\_ Badge #: \_\_\_\_\_

Description: \_\_\_\_\_

Officers Name: \_\_\_\_\_ Badge #: \_\_\_\_\_

Description: \_\_\_\_\_

Vehicle #: \_\_\_\_\_ Description: \_\_\_\_\_

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Filed By: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

(If additional witness(s) space is needed, please attach on separate sheet)

WHAT YOU FEEL WAS DONE WRONG:

(Briefly)

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