



Sand City Police Department Citizen Complaint Form

California law requires this agency to maintain a procedure through which it investigates citizen complaints. You have the right to make a complaint against a police officer for any improper police conduct. The Sand City Police Department may find, after conducting the investigation, there is not sufficient evidence to warrant action on your complaint. Even if this is the case, if you believe an officer behaved improperly, you have the right to make the complaint and to have the complaint thoroughly investigated.

Citizen complaints and any reports or findings related to complaints must be retained by this department for at least 5 years.

Please be aware that it is against the law to make a complaint which you know is false and the making of a false report can and may be an actionable offense.

I have read and understand the above statement.

Complainant Signature

Date

Sand City Police Department

Citizen's Complaint Procedure

1. Upon receipt of a citizen's written complaint, an investigating officer will be appointed by the Chief of Police.
2. The investigating officer will complete an investigation into the allegations stated in the complaint within (30) thirty days of being assigned the investigatory task.
3. A written memorandum documenting the investigation and its findings will be presented to the Chief of Police no later than (30) thirty days from the beginning of the investigation.
4. The complaint findings can be:
 - a. Unfounded,
 - b. Not sustained,
 - c. Exonerated,
 - d. Sustained
5. Appropriate actions will be leveled according to the investigative findings as determined by the Chief of Police.
6. The complainant will be informed, in writing, of the investigative findings within (30) thirty days of the close of investigation. The complaining party will be informed whether the complaint findings are unfounded, not sustained, exonerated, or sustained. No further release of related investigative documents can be passed on to the complainant except by court order.

Sand City Police Department

Citizen's Complaint Form

THIS COMPLAINT CONSTITUTES AN OFFICIAL POLICE REPORT.

Attention: The making of a false police report is a crime under the California Penal Code.

Date and time *complaint received*: _____

Complainant's name: _____

Complainant's mailing address: _____

Complainant's phone number: _____

Name of involved officer (if known): _____

Description of officer: _____

Date and time of *incident*: _____

Location of incident: _____

Complaint details: include the nature of the complaint, as well as any names and addresses of witnesses. It is important to include as many factual details as possible in order for this complaint to be thoroughly investigated and brought to a just and appropriate conclusion. Use the reverse side of this form and additional sheets of paper as needed. It is not necessary to fill out this form at the time this complaint is made. You may take this form home, complete it, then return it to the Police Department at a later date for filing.

I, the undersigned, certify under penalty of perjury, that the foregoing statement given to _____ of the Sand City Police Department is, to the best of my knowledge, true and correct.

Complainant

Date

Witness

Date

COMPLAINT DETAILS: