



SOUTH PASADENA POLICE DEPARTMENT CITIZEN COMPLAINT REPORTING PROCEDURE



PRIVATE PERSON'S COMPLAINT PROCEDURE

The South Pasadena Police Department, in compliance with California Penal Code Section 832.5, has an established procedure to investigate complaints against employees of this department. These procedures are designed to fairly and equitably investigate complaints against department personnel, and to detect and take corrective action against employees who conduct themselves improperly. It is also intended to protect police personnel from false complaints. It is the objective of this department to provide a prompt and expeditious resolution of investigations regarding the conduct of department employees.

WHO CAN FILE A COMPLAINT?

Anyone who is directly involved or witnesses an incident from which a complaint arises may file a complaint. This may include a parent or a legal representative of an involved party.

HOW CAN A COMPLAINT BE FILED?

Complaints may be accepted in person, in writing, or by telephone. The complainant will be asked to give the names of all parties and witnesses involved and will be asked to give a complete and thorough statement.

WHO WILL INVESTIGATE THE COMPLAINT?

The employee's immediate supervisors will normally investigate the complaint.

HOW THOROUGH WILL THE INVESTIGATION BE?

The department's objective is to complete a thorough and impartial investigation disclosing the truth. • Every effort possible will be expended to satisfactorily conclude the investigation.

WHO MAKES THE FINAL DECISION?

The Chief of Police, after reviewing all aspects of the investigation, makes the final decision on the validity of the complaint, and, if sustained, the discipline to be administered.

SOUTH PASADENA POLICE DEPARTMENT

CITIZENS COMPLAINT FORM

South Pasadena PD Duty Manual Vol. 4. Chapter 6. Section 675.30: Investigation required any allegation, coupled with a reasonable cause to believe that Police Department personnel have violated the law, or have violated the rules, regulations, or orders of the Department, shall be investigated. Allegations shall be reported to a supervisor. Reported violations may be in writing or oral (either in person or by telephone) by any person. All reports of misconduct shall be reported to the Office of the Chief of Police.

Pursuant to Penal Code Section 837.7(d), the Chief of Police shall ensure that written notification shall be made to the complaining party of the disposition of his or her complaint within 30 days of the disposition. The notification provided to the complainant shall not be binding or admissible as evidence in any separate or subsequent action or proceeding brought before an arbitrator, court, or judge of this state or the United States.

*Date: _____ C# _____

*Reporting Party: _____

*Address: _____

*Home Phone#: _____ Work Phone#: _____

*Date/Time of Incident: _____ Location: _____

*Witness #1 : _____

*Address: _____

*Home Phone#: _____ Work Phone #: _____

*Witness #2: _____

*Address: _____

*Home Phone#: _____ Work Phone#: _____

*Name of Officer/Employee: _____ Badge#: _____

*Description: _____

*Name of Officer/Employee: _____ Badge#: _____

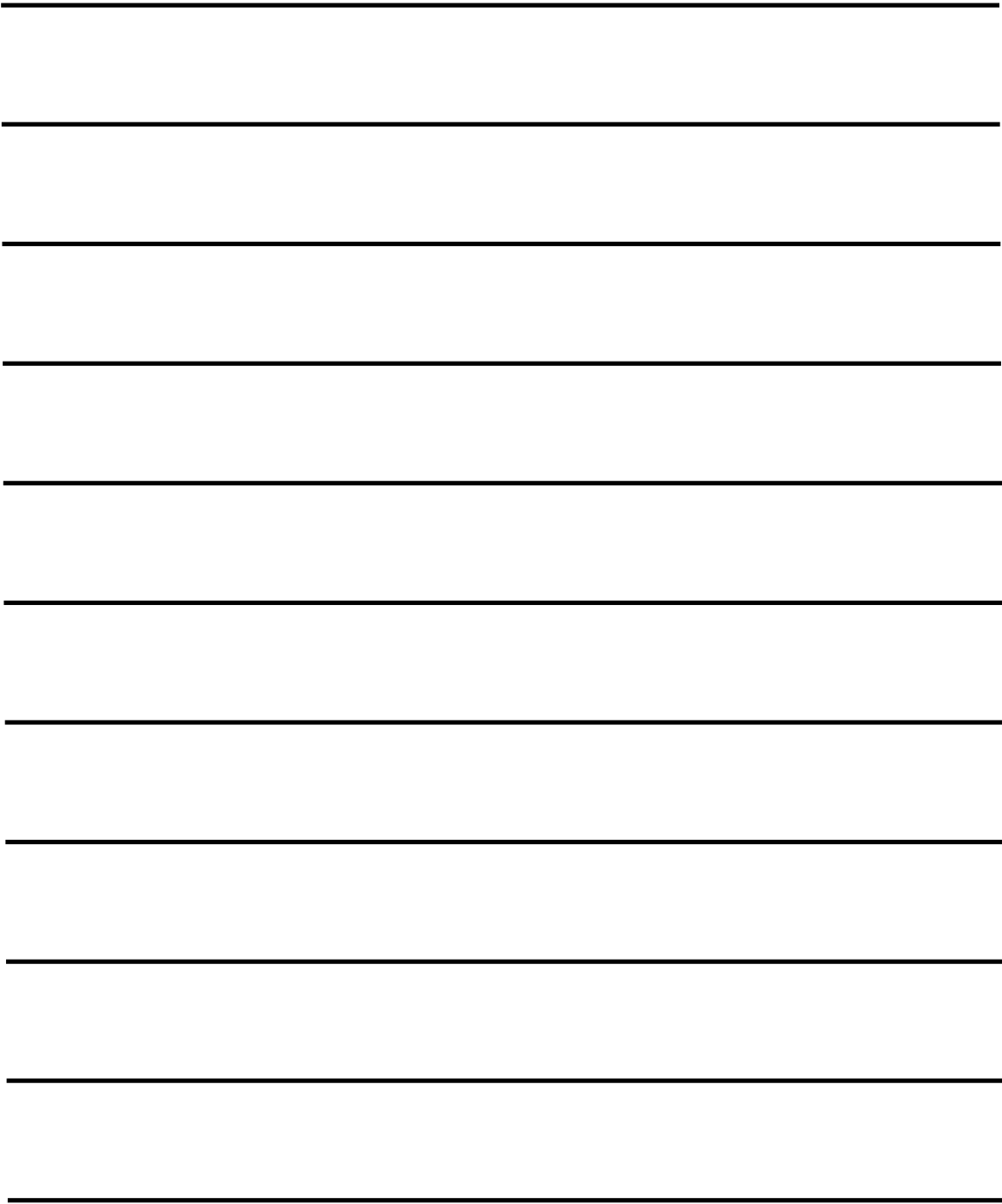
*Description: _____

*Supervisor Accepting Complaint: _____ Date/Time: _____

Use other side to provide details of the nature of your complaint against the officer/employee. Please be as specific as possible with names of witnesses, dates, times, locations, and events.

DETAILS OF YOUR COMPLAINT
(Please be as specific as possible - Use extra sheets, if necessary)

DETAILS OF YOUR COMPLAINT
(Please be as specific as possible - Use extra sheets, if necessary)



California Penal Code Section 148.6: You have the right to make a complaint against a police officer for any improper police conduct. California law requires this agency to have a procedure to investigate citizen's complaints. You have the right to a written description of this procedure. This agency may find after 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 the complaint and have it investigated if you believe an officer behaved improperly. Citizen complaints and any reports or findings relating to complaints must be retained by this agency for at least five years.

I certify under penalty of perjury that the foregoing is true and correct, and I have read and understood the above statement:

Signature: _____