

PROFESSIONAL STANDARDS

You have a right to make a complaint against a peace officer for any improper law enforcement conduct. California law requires this agency to have a procedure to investigate citizen's complaints. You have a right to a written description of the 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 have read and understood the above statement.

Complainant _____

Date _____

INVESTIGATIVE PROCEDURE

You may choose to come to the Police Services Office in person to make your Citizen's Report as experience has indicated that it is most desirable to obtain information during a personal interview. Additionally, you have the options of making your citizen's report by telephone or in writing utilizing this form, and you have the option of remaining anonymous.

If you desire to identify yourself you will be asked to provide the following information:

1. Your name, address, and telephone number;
2. If a specific incident is involved, the date, time and location of that incident;
3. The names of any possible witnesses and telephone numbers, if available;
4. If the incident involves an arrest, the name, address, and telephone number of the individual arrested, if available;
5. If the incident involves a member of the department, his/her name, position in the department;
6. Details of the subject matter which prompted your interest;
7. In some circumstances, you may be asked to voluntarily cooperate with a polygraph test.

A member of the department will be assigned to contact you and an investigator will interview all available witnesses, involved department members, and will examine all relevant documentary and physical evidence.

Each citizen's report will be examined on its own merit. Should your citizen's report involve an allegation of improper action by a member or members of this department there are four possible findings which will result from our investigation:

1. Sustained: the investigation disclosed sufficient evidence to clearly prove the allegation;
2. Not sustained: the investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation;
3. Unfounded: the investigation has produced sufficient evidence to prove that the act or acts complained of did not occur as alleged;
4. Exonerated: the acts which provided the basis for the allegation occurred; however, investigation revealed that the acts were justified, lawful, and proper.

Should the investigation of this citizen's report indicate improper actions by a member of this department, I will initiate corrective action in accordance with the policies and procedures employed in this department. Such actions may include counseling, retraining, or disciplinary action against the employee.

Citizen's reports are investigated by members of the department specifically assigned by me. As Chief of Police, I feel that it is my responsibility to review the final report and approve the findings of an investigation. I will notify you by mail upon the completion of the investigation which is initiated by your report.

In Summary,

Citizen reports assist me in maintaining the quality of law enforcement services throughout the county and provide a means for improvement. They additionally assure the citizen that corrective action is taken if there is misconduct by a member of this Department. Further, a thorough and impartial investigation procedure protects peace officers from unwarranted accusations.

Citizen Report Procedure and Form



The Contra Costa Community College District Police Department welcomes your complaints, constructive criticism, suggestions, and information in the interest of better law enforcement.

Chief of Police
Department of Police
Contra Costa Community College
District
500 Court Street
Martinez, CA 94510
(925)969-5547

To the Contra Costa County Community College District,

As Chief of Police, I am committed to provide the highest quality of law enforcement available. In order to achieve this goal I welcome your comments, suggestions, constructive criticism, and valid complaints regarding actions or inactions by members of this Office or matters of department policy.

As an aid to assist me in this regard, a Citizen Report form has been prepared. This report can be given to any department member at any time of the day of the week and it will be forwarded to the Chief of Police of this Department.

Each report received will be thoroughly investigated and will initiate appropriate corrective action when necessary. You will be informed of the results of the completed investigation.

Any commendation of actions of department employees will result in appropriate recognition.

Should you care to make your report in person, you may come to any Campus Police Services Center and a member of my staff will assist you. Should you desire to complete your report in writing, you may mail or bring this form to the same address. You can be assured that you will be received courteously and that thorough consideration will be given to your concerns.

If, for any reason, you desire confidentiality in this matter your request will be honored.

I hope that you will feel free to express yourself on any matter which you feel should be brought to my attention. Each citizen's report will receive my personal attention as I recognize that our first responsibility is to serve and protect the citizens of Contra Costa County.

Chief of Police
Contra Costa Community College District

CITIZEN'S REPORT

PRINT YOUR FIRST AND LAST NAME		PHONE NUMBER
PRINT YOUR ADDRESS		
PRINT THE DATE THIS FORM IS FILLED IN	PRINT THE DAY AND DATE OF INCIDENT OR ACTION	TIME OF INCIDENT
WHERE DID INCIDENT OR ACTION TAKE PLACE?		
PRINT THE NAMES OF ANY WITNESSES, THEIR ADDRESSES AND TELEPHONE NUMBERS		
IF PERSON WAS ARRESTED, PRINT THE NAME, ADDRESS AND PHONE NUMBER IF KNOWN		
IF A DEPUTY SHERIFF or SHERIFF'S OFFICE EMPLOYEE WAS INVOLVED, PRINT THE NAME AND VEHICLE NUMBER IF KNOWN		
PRINT THE NATURE OF OPINION, COMPLAINT, SUGGESTION OR COMMENDATION & PROVIDE AS MUCH DETAIL AS POSSIBLE		
SIGNATURE		
X		

Attach separate sheet if more room is needed