DEL REY OAKS POLICE DEPARTMENT PROCEDURE FOR INVESTIGATING CITIZENS' COMPLAINTS

1. At the direction of the Chief of Police, the Administrative or Patrol Division Commander conducts a complete and impartial investigation of all complaints against police personnel. They gather facts by thorough and unbiased investigations. The results are presented to the Chief of Police and evaluations and conclusions based thereon.

2. During normal working hours complaints against the department or personnel should be referred directly to the division commander concerned.

   A. During night time hours, weekends and holidays, the watch commander shall accept the information on a prepared form, "Personnel Complaint Form," in duplicate and forward these forms to the appropriate division commander on the next normal working day. The watch commander or person accepting the complaint should obtain as much information as possible regarding the complaint and pertinent background information. If, in the opinion of the watch commander, an immediate investigation is required, the watch commander shall initiate such investigation utilizing the complaint investigation report.

   B. When the investigation of a case has been completed, a summary report is made. The summary report contains:

      1. An abstract of the complaint.
      2. Pertinent portions of witnesses' statements.
      3. An evaluation of the incident.
      4. Conclusion based on fact.

3. A cover letter entitled "Report of Findings" is completed at the conclusion of the investigation. The completed file is submitted to the Chief of Police for evaluation.

4. Notification of complainant.

   A. The complainant will be notified of the findings of the investigation by telephone, letter or in person regardless of whether the complaint is substantiated or not.

DEL REY OAKS POLICE DEPARTMENT
CITIZENS' PERSONNEL COMPLAINT

ATTENTION: Making a false report of a criminal offense is a misdemeanor, Penal Code Section 148.5.

COMPLAINANT'S NAME: _____DATE RECEIVED: _____

COMPLAINANT'S ADDRESS: _____

_____

COMPLAINANT'S TELEPHONE NO.:_____

NAME OF EMPLOYEE COMPLAINED OF:_____

DESCRIPTION OF EMPLOYEE (IF NAME IS UNKNOWN):_____

_____

DATE OF INCIDENT:_____, 20_____ TIME OF INCIDENT: _____ A.M. / P.M.

DETAILS OF COMPLAINT: (Include nature of complaint; names and addresses of witnesses, any doctor, hospital or attorney contacted regarding this complaint. It is important that as many factual details as possible be included, so that this complain may be thoroughly investigated. Use an additional sheet if necessary.)

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I certify under penalty of perjury, that the foregoing statement given to _____ of the Del Rey Oaks Police Department, to the best of my knowledge, is true and correct. I understand that if this information, which is lodged as a complaint is found to be maliciously false, that the DEL REY OAKS POLICE DEPARTMENT and any police officer said to be involved may seek legal recourse through action in either a criminal or civil court.

_____ _____

Signature of Receiving Officer Signature of Complainant