



GROVER BEACH POLICE DEPARTMENT

John Peters
Chief of Police

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GROVER BEACH POLICE DEPARTMENT CITIZEN'S COMPLAINT

The Grover Beach Police Department takes pride in providing professional service to our community. We recognize our responsibility to provide a process of receiving and investigating complaints concerning members of this Department.

Our Department has a complete procedure for internal review of all complaints. Personnel complaints are defined as any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy, federal, state or local law. Personnel complaints may be classified as **Informal** where the complaining party upon reporting his or her concerns is satisfied that a supervisor has taken appropriate action and which does not require a formal complaint to be documented on a personnel complaint form. A **Formal** complaint is a matter in which the complaining party requests further investigation or which a supervisor determines that further action is warranted. In such case, the Police Chief will direct a formal investigation into the matter. Part of that investigation includes a written account of the incident giving rise to a complaint. The written account, completed by the citizen, becomes the basis from which a complete investigation will be conducted.

For your concerns to receive the proper attention, you are requested to complete and sign this Citizen's Complaint form. This will help us to review the specific circumstances and ensure the investigation is fair and impartial to both the citizen and the employee. Please include your address and phone number so that we may contact you for further information, if necessary. You may complete this form at the Police Department or return it by mail at your convenience. If you need additional information, please contact the Watch Commander.

You will be notified of the results of our investigation regarding your complaint. If you would like a copy of our Citizen Complaint Procedure, please ask any person in the Department for General Order Chapter 10 and a copy will be provided to you.

NOTE: If you are mailing this form, please address it to:

ATTENTION: Police Chief—Confidential
Grover Beach Police Department
711 Rockaway Avenue
Grover Beach, CA 93433



GROVER BEACH POLICE DEPARTMENT CITIZEN'S COMPLAINT

Name: _____ Phone: (Day) _____ (Eve.) _____

Address: _____ Today's Date: _____

City/State/Zip: _____ Date of Incident: _____

Location of Incident: _____ Time: _____ AM/PM

1. Witness Name: _____ Address: _____

2. Witness Name: _____ Address: _____

Officer/Employee name(s), if known: _____

If party to complaint was arrested, PRINT NAME: _____

Please describe the nature of your complaint. Use the reverse side, if necessary, and be as complete and factual as possible:

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 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. HOWEVER, YOU HAVE THE RIGHT TO MAKE THE COMPLAINT AND HAVE IT INVESTIGATED IF YOU BELIEVE THE OFFICER BEHAVED IMPROPERLY. CITIZEN COMPLAINTS AND ANY AGENCY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE YEARS.

I have read and understand the above statement:

COMPLAINANT SIGNATURE

DATE

