

## CITIZEN COMPLAINT PROCEDURE AND FORMS

Dear Citizen:

The public's trust, confidence, and support are vital to successful police service. The public is entitled to have ready access to the police administration that is sworn to serve them. This access will help foster public understanding and acceptance of police procedures, and aid in the detection or correction of improper or undesirable practices.

Pursuant to section 832.5 of the Penal Code, Davis has adopted a policy that provides a fair, orderly, and uniformly applied process for receiving, investigating, and resolving complaints of alleged police misconduct.

Complaints against Davis Police Department employees may be filed by contacting a police department supervisor and giving all details regarding the incident. The complaint will be promptly forwarded to the Office of The Police Chief to review and assignment for investigation.

When the complaint investigation is completed, the Police Chief will review the case and determine a course of action. You will receive a written response to the giving the disposition of the investigation.

If you are not satisfied with the Police Chief's decision, you may appeal the matter to my office.

Bill Emlen  
City Manager

YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A PEACE OFFICER FOR ANY IMPROPER POLICE CONDUCT. CALIFORNIA LAW REQUIRES THIS AGENCY TO HAVE A PROCEDURE TO INVESTIGATE CITIZENS' COMPLAINTS. YOU HAVE A 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 THE 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

**DAVIS POLICE DEPARTMENT  
CITIZEN COMPLAINT REPORT**

Your Name \_\_\_\_\_

Home Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Work Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Today's Date \_\_\_\_\_ Date and Time of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

Name(s) of Police Employee(s) Involved (if known) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Name(s) of Witness(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Additional witness information attached.

Did you speak to a supervisor at the Davis Police Dept. regarding the incident? YES NO

Would you like to speak to a supervisor prior to making a formal complaint? YES NO

If you've already spoken to a supervisor, name of supervisor: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE-FOR DEPARTMENT USE ONLY

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Supervisor's Comments:

\_\_\_\_\_

\_\_\_\_\_

Name of Supervisor receiving complaint: \_\_\_\_\_

Copy to Complainant? YES NO Date \_\_\_\_\_ Emp. Int. \_\_\_\_\_

Forwarded to bureau commander. Date \_\_\_\_\_ Emp. Int. \_\_\_\_\_

