SUMMARY OF COMPLAINT PROCESS

AFTER YOUR COMPLAINT IS FILED, A POLICE DEPARTMENT MEMBER ASSIGNED BY THE CHIEF OF POLICE, WILL PROMPTLY GATHER ALL INFORMATION PERTINENT TO EACH ALLEGATION OF MISCONDUCT IN THE COMPLAINT. THE FINAL DISPOSITION ON THE CASE WILL BE MADE BY THE CHIEF OF POLICE, YOU WILL BE NOTIFIED BY LETTER AT THE CONCLUSION OF THE INVESTIGATION. WHEN COMPLAINTS ARE FOUND TO BE SUSTAINED, THE CHIEF OF POLICE SHALL DETERMINE AND ADMINISTER APPROPRIATE CORRECTIVE ACTION.

POLICE CONDUCT. CALIFORNIA LAW REQUIRES THIS AGENCY TO HAVE A PROCEDURE TO **NVESTIGATE CITIZEN COMPLAINTS. YOU HAVE** HAVE THE RIGHT TO MAKE THE COMPLAINT AND YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A POLICE OFFICER FOR ANY IMPROPER THE RIGHT TO A WRITTEN DESCRIPTION OF THIS PROCEDURE. THIS AGENCY MAY FIND AFTER **NVESTIGATION THAT THERE IS NOT ENOUGH** EVIDENCE TO WARRANT ACTION ON YOUR HAVE IT INVESTIGATED IF YOU BELIEVE AN OFFICER BEHAVED IMPROPERLY. CITIZEN COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED COMPLAINT. EVEN IF THAT IS THE CASE, YOU BY THIS AGENCY FOR AT LEAST FIVE YEARS.

IT IS AGAINST THE LAW TO MAKE A COMPLAINT THAT YOU KNOW TO BE FALSE. IF YOU MAKE A COMPLAINT THAT YOU KNOW TO BE FALSE, YOU CAN BE PROSECUTED ON A MISDEMEANOR CHARGE. (148.6 CALIFORNIA PENAL CODE.)

This advisement is also available in multiple languages.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT.

PERSON RECEIVING COMPLAINT

FORM #322a g:\work\police\brochures\citizen complaint brochure.pmd

GARDEN GROVE POLICE DEPARTMENT CITIZEN COMPLAINT FORM

NAME (FIRS), MIDULE, LAST)	DATE OF BIRTH	TELEPHONE	·	RACE
ADDRESS (STREET, CITY, ZIP)			BUSINE	BUSINESS TELEPHONE
WITNESS (NAME)		DATEC	DATE OF BIRTH	
Address	191 ·	TELEPHONE		
WITNESS (NAME)		DATEC	DATE OF BIRTH	
ADDRESS	TEI	TELEPHONE		
LOCATION OF OCCURRENCE		DATE		TIME
OFFICER INVOLVED (NAME)		BADGE#		CAR#
POLICY AND PROCEDURE	EXPLAINED [
DESCRIPTION OF EVENTS:				
			,	
				WANAGASA II
		-		
I hereby certify that the above facts are true and correct. I acknowledge that under California Civil Code 47.5, civil action can be brought against me for knowingly filing a false complaint.	knowledge that under false complaint.	California C	ivil Co	de 47.5,
SIGNATURE OF COMPLAINANT	SIGNATURE OF PARENT (IF UNDER 18 YEARS OF AGE)	UNDER 18 YEAR	S OF AGE)	
PERSON RECEIVING COMPLAINT		DATE		TIME
			2000	

GARDEN GROVE POLICE DEPARTMENT

11301 ACACIA PARKWAY P.O. BOX 3070 GARDEN GROVE, CA 92842 (714) 741-5704

SUMMARY OF COMPLAINT PROCESS

AFTER YOUR COMPLAINT IS FILED, A POLICE DEPARTMENT MEMBER ASSIGNED BY THE CHIEF OF POLICE, WILL CONTACT ALL PERTINENT WITNESSES, EXAMINE ANY RELEVANT PHYSICAL EVIDENCE AND GATHER ALL INFORMATION PERTINENT TO EACH ALLEGATION OF MISCONDUCT IN THE COMPLAINT.

AFTER COMPLETION OF THE INVESTIGATION, A COMPLAINT DISPOSITION WILL BE MADE BASED ON EACH ALLEGED ACT OF MISCONDUCT.

WHILE CITIZEN COMPLAINTS ARE INVESTIGATED BY A DEPARTMENT MEMBER ASSIGNED BY THE CHIEF OF POLICE, THE FINAL DISPOSITION ON THE CASE WILL BE MADE BY THE CHIEF OF POLICE. WHEN COMPLAINTS ARE FOUND TO BE SUSTAINED, THE CHIEF OF POLICE SHALL DETERMINE AND ADMINISTER APPROPRIATE CORRECTIVE AND/OR DISCIPLINARY ACTION.

DEPARTMENT PROCEDURES ALLOW THIRTY (30) DAYS FOR THE COMPLETION OF AN INVESTIGATION INTO A CITIZEN'S COMPLAINT. NORMALLY ALL COMPLAINT INVESTIGATIONS ARE COMPLETED WITHIN THIS TIME PERIOD, HOWEVER, SHOULD ADDITIONAL TIME BE REQUIRED, YOU WILL BE SO ADVISED BY THE DEPARTMENT ALONG WITH THE REASON(S) FOR THE DELAY.

YOU WILL BE NOTIFIED BY LETTER AT THE CONCLUSION OF THE INVESTIGATION.

A COMPLETED INVESTIGATION MAY BE REOPENED IN THE EVENT THAT:

- 1. NEW WITNESSES OR EVIDENCE IS DISCOVERED BEARING ON THE TRUTH OF THE ALLEGED MISCONDUCT.
- 2. EVIDENCE IS PRESENTED WHICH TENDS TO SUGGEST MALFEASANCE, MISFEASANCE, OR NONFEASANCE ON THE PART OF THE POLICE DEPARTMENT IN CONDUCTING THE INVESTIGATION.

1. WHERE CAN ONE GO TO MAKE A COMPLAINT?

Any member of the Police Department can take a complaint.

2. DOES A COMPLAINT HAVE TO BE MADE IN PERSON?

No. We prefer to talk to you in person, but we will accept a written complaint or a telephone call. However, persons making complaints will be interviewed personally sometime during the investigation.

3. CAN A PERSON GET INTO TROUBLE FOR MAKING A COMPLAINT?

Not if you have been truthful. We would not, and could not, bring charges against a person who acted in good faith. You should be aware that under section 148.6 of the California penal code, it is a misdemeanor to knowingly file a false complaint of misconduct against a peace officer. You should also be aware that a peace officer, under provision 47.5 of the California Civil Code, may bring civil action against an individual who knowingly makes a false personnel complaint.

4. WILL SOMEONE LISTEN TO MY COMPLAINT?

Yes. We want to know if something went wrong so we can prevent it from happening again.

5. WHO INVESTIGATES A CITIZEN'S COMPLAINT?

An investigation is normally completed by a Police Department Supervisor.

6. WILLTHE POLICE CHIEF BE AWARE OF A CITIZEN'S COMPLAINT?

Yes. The Police Chief receives copies of all complaints against officers and employees. Each of the officer's or employee's superiors is also notified.

7. CAN SOMEONE UNDER THE AGE OF EIGHTEEN MAKE A COMPLAINT?

Yes, but you must bring one parent, a guardian, or a responsible adult with you.

8. ARE COMPLAINTS INVESTIGATED CLOSELY?

Very closely. We want to find out where we went wrong. By the same token, if a person makes a false complaint, we want to find out and take appropriate legal action.

9. WHAT WILL HAPPEN TO THE OFFICER OR EMPLOYEE?

That depends on the allegation. If his actions were improper, appropriate action will be taken to prevent recurrence. If the officer's actions were criminal, the matter may be referred to the office of the District Attorney. If the officer's actions were proper, he will be exonerated.

10. WILL THE PERSON INITIATING THE COMPLAINT BE TOLD WHEN THE INVESTIGATION IS COMPLETED?

Yes. Each complainant will be notified by letter when the investigation is completed. Under Penal Code Section 832.7 the department is prohibited from revealing specific disciplinary action taken against an employee. If your complaint results in discipline to the employee, you may be subpoenaed to testify at a Personnel Hearing.