



TWIN RIVERS DISTRICT POLICE DEPARTMENT



COMMENDATION OR COMPLAINT FORM

The Twin Rivers District Police Department is responsible for the welfare of thousands of students and employees within over a hundred square miles of district property. Our police officers are highly trained and educated. They serve with professional pride and they want you, the students, employees, parents and the public to share this pride. Officers serve as mediators or arbitrators in many cases where they are requested to resolve differences between individuals or groups. Many times, the decisions made by the officers will restrict the freedom and liberty of these individuals. The decisions may materially affect the course of people's lives.

The Twin Rivers District Police Department has a well defined procedure for assisting anyone desiring to make a grievance against our operations, policies and procedures or employees.

All investigations are thorough and objective. They are aimed at maintaining public confidence and department integrity. The goal is neither to condemn nor to exonerate but rather to identify and evaluate all of the facts surrounding an incident in question.

EFFECT ON CRIMINAL PROSECUTION

The investigation within the Twin Rivers District Police Department of the conduct of its employees and the District Attorney's prosecution of a criminal case are two entirely separate matters. If you are arrested by the Twin Rivers District Police Department and file a citizen complaint against an officer, such action will in no manner whatsoever affect the prosecutor's independent decision to proceed with criminal action against you.

CITIZEN OBLIGATION

A mandatory requirement in the initiation of a citizen complaint against an employee is that it must be accurate and honest. Simple errors, omissions and misperceptions are understandable and are not uncommon. Legitimate complaints will and should be filed and investigated. However, a false complaint may subject you to a civil action and prosecution by the officer or employee.

The advisement is not intended to dissuade a complaint but to impress the fact that false complaints against officers or employees cannot be made with impunity or without repercussive actions.

PROCEDURE

Every citizen has a right to lodge a complaint against the Twin Rivers Police Department or its employees. You may make initial complaints by telephone or letter. Complaint forms may either be delivered or mailed to the Twin Rivers District Police Department. It will be necessary for the complainant to be available for a personal interview.

Once a complaint is received, a thorough investigation will be initiated and conducted. Upon completion of the investigation, all findings and respective recommendations will be directed through divisional commanders to the Chief of Police for final review.

In all cases, the citizen making the complaint is informed of its final disposition to the extent allowed by law. Department investigators will exert every effort to be sincere and candid of each situation. However, in those instances where the citizen feels that a proper investigation has not been conducted, you may seek further recourse through any of the listed offices or agencies.

OFFICE OF EDUCATION
County of Sacramento
9137 Lincoln Village Drive
Sacramento CA 95827
916 228 2500

OFFICE OF THE CHIEF OF POLICE
Twin Rivers District Police Department
1333 Grand Avenue
Sacramento CA 95838
916 286 4971

DISTRICT ATTORNEY
County of Sacramento
901 G Street
Sacramento CA 95814
916 874 6218



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COMMENDATION OR COMPLAINT FORM

NAME		PHONE	2ND PHONE
ADDRESS CITY ST ZIP			
CHECK TYPE OF REPORT		COMMENDATION	COMPLAINT
INCIDENT DATE & TIME	INCIDENT LOCATION		REPORT OR EVENT #
EMPLOYEE NAME	EMPLOYEE NAME	EMPLOYEE NAME	
WITNESS NAME ADDRESS & PHONE			
WITNESS NAME ADDRESS & PHONE			
DESCRIPTION OF INCIDENT (Attach Additional Sheets If Necessary)			
SIGNATURE			DATE
CONTACT THE TWIN RIVERS DISTRICT POLICE DEPARTMENT FOR SUBMISSION, QUESTIONS AND CONCERNS.			
EMPLOYEE RECEIVING REPORT		DATE & TIME RECEIVED	INVESTIGATION ASSIGNMENT
			DETECTIVE
			DATE
COMMENDATION		DATE & TIME RECEIVED	DATES OF INVESTIGATION
OFFICER	FILE		INITIATED
			FINAL DISPO