

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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COMPLAINT ADVISORY

Any persons filing any allegation of misconduct against any peace officer must read and sign the following.

California Penal Code § 148.6(a)(1) Filing a False Complaint • Every person who files any allegation of misconduct against any peace officer, as defined in Chapter 4.5 (commencing with Section § 830) of Title 3 of Part 2, knowing the allegation to be false, is guilty of a misdemeanor.

(2) Any law enforcement agency accepting an allegation of misconduct against a peace officer shall require the complainant to read and sign the following advisory, all in boldface type:

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 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 AN OFFICER BEHAVED IMPROPERLY. CITIZEN COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED 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 AGAINST AN OFFICER KNOWING THAT IT IS FALSE, YOU CAN BE PROSECUTED ON A MISDEMEANOR CHARGE.

COMPLAINANT	DATE
OFFICER RECEIVING REPORT	DATE

I have read and understood the above statement.

This section applies only to claims pertaining to actions that arise in the course and scope of the peace officer's duties.

⁽³⁾ The advisory shall be available in multiple languages.

⁽b) Every person who files a civil claim against a peace officer or a lien against his or her property, knowing the claim or lien to be false and with the intent to harass or dissuade the officer from carrying out his or her official duties, is guilty of a misdemeanor.



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COMMENDATION OR COMPLAINT FORM

NAME		PHONE			2 ND PHONE				
ADDRESS CITY ST ZIP									
CHECK TYPE O	F REPORT		COMMENDATION			COMPLAINT			
INCIDENT DATE & TIM	ΛE	INCIDENT LOCATION					REPORT OR EVENT #		
EMPLOYEE NAME		EI	EMPLOYEE NAME			EMPLOYEE NAME			
WITHEOD MALE 122	DEGG & BUCKE								
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		D	DATE & TIME RECEIVED		INVESTIGATION ASSIGNMENT				
					DETE	CTIVE	DATE		
COMMENDATION		D	ATE & TIME RECEIVED		DATES OF		INVESTIGATION		
OFFICER	FILE				INITIA	ATED	FINAL DISPO		