

Investigative Procedure

The person receiving this report will ask you to provide as much information as possible regarding the incident. If you were involved in or witnessed the incident, it is extremely important to the investigation that a statement be obtained from you. Your statement will be included as part of the "Community Feedback and Complaint Form".

If you respond in person, a supervisor will provide you with a copy of the completed form. Your report will be investigated/acknowledged as soon as possible and you will be re-contacted regarding the outcome. Our goal is to complete them within 30 days, however, this may vary depending on the nature and complexity of a case.

There are four possible findings in a personnel investigation:

UNFOUNDED: The results of the investigation clearly show that the alleged act(s) complained of did not occur or did not involve police personnel.

SUSTAINED: The results of the investigation disclosed sufficient evidence to clearly prove the allegation(s) made in the complaint.

NOT SUSTAINED: The results of the investigation did not discover sufficient evidence to clearly prove or disprove the allegation(s) made in the complaint.

EXONERATED: The investigation clearly showed that the allegation(s) made in the complaint did occur, but were justified, lawful and proper on the part of the accused.

The Chief of Police, upon receipt of a completed investigation, shall review the adequacy of the completed investigation, the finding, and any recommended disciplinary or corrective action. These actions may include counseling, training, oral reprimand, written reprimand, suspension, demotion or dismissal.

Regardless of the results of the investigation, you will be notified of the official outcome. However, pursuant to California Penal Code Section 832.7 you will not receive any information regarding disciplinary or corrective actions imposed resulting from an investigation. This information is confidential and may not be disclosed.

Feb 2017

Postage
REQUIRED

Office of the Chief of Police
San Pablo Police Department
13880 San Pablo Avenue
San Pablo, CA 94806

Community Feedback and Complaint Form

**The San Pablo Police
Department welcomes your**

- * Commendations
- * Constructive criticism
- * Inquiries/complaints
- * Suggestions and information to improve the efficiency and effectiveness of our service delivery to you



**San Pablo Police Department
13880 San Pablo Avenue
San Pablo, CA 94806**

Tel: (510) 215-3130

To the Community of San Pablo



We are committed to provide the highest quality of law enforcement available. In order to achieve this goal, we welcome your comments, suggestions, constructive criticism, and complaints regarding actions or inactions by department members or matters of department policy.

As an aid to assist us in this regard, a Community Report form has been prepared. This report can be given to any police department member at any time of the day or day of the week and it will be forwarded to the Administration Division of our department.

Each report received will be thoroughly investigated and we will initiate appropriate corrective action if necessary.

Any commendations of actions of department employees will result in appropriate recognition.

Should you care to make your report in person, you may come to Police Headquarters located at 13880 San Pablo Avenue in San Pablo. Should you desire to complete your report in writing, you may mail or bring this form to the same address. You can be assured that you will be received courteously and that thorough consideration will be given to your concerns or inquiry.

If, for any reason, you desire confidentiality in the matter, your request will be honored.

We hope that you will feel free to express yourself on any matter which you feel should be brought to our attention. Each community report will receive personal attention as it is the first responsibility of department members is to serve and protect our community.

Sincerely,
Office of the Chief of Police

San Pablo Police Department — Report

___ Commendation ___ Constructive Criticism ___ Inquiries/Complaints ___ Information/Suggestions

Print Your Name	Address	Phone Number
Last, First	1234 Anywhere St./Pl./Ave, City, State, Zip	(000) 123-4567
Date the form completed	Day/Date AND Time of Incident or Action	Contact Email Address

Where did incident or action take place?

Print the names of any witnesses, their addresses and telephone numbers

If a person was arrested, print their name, address and phone number

If an Officer was involved, print their name, car and/or badge number

Print nature of opinion, complaint/suggestion or commendation

Provide as much information as possible

(Please use additional pages if necessary)

Signature: _____ **Date:** MM / DD / YY

