



# Citizen Commendation And Complaint Form

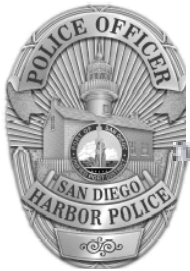
- Inquiry
- Commendation
- Complaint

## San Diego Harbor Police

Citizen Information				
Last Name		First Name		Initial
Street			Apartment #	
City	State	Zip Code	Phone Number	
Witness Information				
Last Name		First Name		Initial
Street			Apartment #	
City	State	Zip Code	Phone Number	
Officer(s) Involved				
Name			ID Number	
Division <input type="checkbox"/> Marine <input type="checkbox"/> Airport <input type="checkbox"/> Vehicle			Unit Number	
Incident Information				
Location of Incident		Date	Time	
Summary Of Events				
Describe in detail the event or incident that led you to file this form (attach additional pages if necessary)				
Signature _____		Date _____		
Reporting Supervisor		ID#	Date	

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# Citizen Commendation And Complaint Process

## Commendation Procedure

Officer commendations are appreciated and encouraged. Anytime a citizen has a positive contact with a Harbor Police Officer the department would like to know.

## Complaint Procedure

Occasionally a citizen will be dissatisfied with a contact he or she had with a Harbor Police Officer. Often times the cause of the dissatisfaction is a misunderstanding of the law, police powers or procedure. However, on occasion an officer's demeanor may frustrate a citizen.

Citizen Complaints may be made in person, by telephone, by mail, anonymously, or by a third party, and should not be refused due to any perceived procedural defect. Every citizen has an absolute right to make a complaint. It is Harbor Police Department policy to accept all complaints and proceed responsibly and with discretion.

## Complaint Assessment

An employee of the rank of sergeant or above must interview the complainant and assess the complaint. This allows an instant forum to resolve what may not be a complaint but a question of law, policy, or procedure. If a citizen is simply unaware of the law a supervisor will attempt to explain the officer's actions; this is called an "Inquiry". If the complaint involves an officer's demeanor, misconduct, or use of force it is called a "Citizen's Complaint". If a supervisor is not available, a Harbor Police employee will obtain contact information and forward it to the supervisor for follow-up.

## Complaint Disposition

Within 30 days after the investigation has concluded, a letter will be sent to the complainant advising of the conclusion of the investigation and, providing a general disposition of the complaint.

Confidentiality laws pertaining to personnel records prohibit release of information regarding what, if any, discipline was imposed as a result of a sustained finding.

Under Penal Code Section 148.6 you can be prosecuted on a misdemeanor charge for knowingly making a false complaint against an officer. All citizens filing a complaint an officer will be asked to acknowledge and sign the following:

**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 CITIZEN'S 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'S COMPLAINTS AND ANY OTHER REPORTS OF 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.**

**I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT.**

\_\_\_\_\_  
Complainant Name (please print)

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date