

**SOUTH GATE POLICE DEPARTMENT
Personnel Complaint Form**

Date and Time of Report

COMPLAINANT

Name (Last, First Middle)		
Address, City, Zip		Phone:
Business Address, City, Zip		Phone:
Date of Birth	Driver's License #:	Email:

LOCATION OF OCCURENCE

Location:	Date and Time of Incident:
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EMPLOYEE(S) INVOLVED

Name (Last, First and Badge#)
Name (Last, First and Badge#)
Name (Last, First and Badge#)
Name (Last, First and Badge#)

WITNESSES

Name, Address, D.O.B., Phone #
Name, Address, D.O.B., Phone #
Name, Address, D.O.B., Phone #
Name, Address, D.O.B., Phone #

You have the right to make a complaint against a police officer or civilian employee for any misconduct. California Law requires this agency to have a procedure to investigate complaints. You have a right to a written description of this procedure. This agency may find after the investigation that there is not enough evidence to warrant action on your complaint; even if that is the case, you have a right to make a complaint and have it investigated if you believe the officer/employee behaved improperly. Complaints and any reports or findings related to the investigation must be retained by this agency for at least five (5) years.

I HAVE READ AND UNDERSTOOD THE ABOVE STATEMENT

Complainant

Date

Department Use Only

Complaint Form Issued By:	Date/Time:
Complaint Form Returned To:	Date/Time:

A MESSAGE FROM THE CHIEF OF POLICE

Procedure for Complaints

A goal of the South Gate Police Department is to ensure that the public is served in an efficient and effective manner. We believe that our officers are among the best trained and most highly educated and we strive to provide the finest possible service in an extremely complex society.

Truly favorable attitudes cannot prevail when misuse of authority, either real or imagined, arises. Every internal investigation, therefore, is undertaken with the dual objective of opening channels of communication between the department and the community and maintaining an on-going review of Departmental Services and Policies.

To assist us in achieving this goal, you, as a citizen can help by letting us know if you have a complaint. Your complaint will be quickly, professionally and objectively investigated in order to arrive at an appropriate conclusion

The proper administration of law enforcement can be insured only through a highly professional police agency, which respects itself and earns the respect of the public. The South Gate Police Department has made vigorous efforts to achieve this status, and it is our desire to provide the means whereby it might be sustained.

Randall Davis - Chief of Police

How to make a complaint against an employee

Anyone who feels an employee has acted improperly should bring the matter to the attention of a Department supervisor. The allegation will be investigated and appropriate action taken. Through this process the community can help maintain the high standards of quality that the Department demands and deserve.

Where and how to file a complaint

You may make a complaint in person to the Watch Commander at the Police Station 24 hours a day, or obtain a Service Comment form from the City Manager's Office in City Hall, or you may send a letter directly to the Internal Affairs Division, Office of the Chief of Police. The Police Station is located at 8620 California Ave, South Gate CA 90280. You may report your complaint in the way you feel most comfortable, however it is important to include facts such as where the incident occurred, the date and time, the name of the employee or badge number, and any and all witnesses. The Watch Commander will help you with any forms. Please return complaint forms within 5 days of receipt and notify the Watch Commander if you need more time. Complaints not returned within 5 days may be closed, "No finding."

How a formal complaint is handled

A formal complaint will be investigated by either the employee's supervisor or an investigator from the Internal Affairs Division. Once the complaint has been investigated, the Captain of the investigating division will review the entire complaint and render a finding. The investigation and finding will be reviewed by the Chief of Police.

Investigation of a personnel complaint and the subsequent review of the investigation (including the administration of discipline against a Department employee, when warranted) are very time consuming and involved processes therefore we ask for your patience. After the complaint has been investigated, you will be notified in writing of the results.

Criminal charges and the court

Many times, people who have been arrested feel they are not guilty of the charge. The validity of an arrest and the guilt or innocence of the person involved must be determined by a court of law, not the Police Department. Only the court is empowered by law to adjudicate such matters. A court proceeding provides an impartial forum to determine guilt or innocence.

Other Agencies

If, after receiving the results of a complaint, you feel that a proper investigation has not been conducted, you may seek an appointment with the Chief of Police. If you are not satisfied after speaking with the Chief, you may contact any of the investigative agencies listed on the following page.

COMPLAINT INVESTIGATION AGENCIES**LOS ANGELES DISTRICT ATTORNEY'S OFFICE**

(213) 974-7611

1184 Hall of Records, 320 West Temple Street

Los Angeles, California 90012

CALIFORNIA ATTORNEY GENERAL

(213) 897-2000

300 South Spring Street

Los Angeles, California 90012

FEDERAL BUREAU OF INVESTIGATION (FBI)

(310) 477-6565

11000 Wilshire Boulevard

Los Angeles, California 90024