

You have a right to make a complaint against a peace officer for any improper law enforcement conduct. California law requires this agency to have a procedure to investigate citizen's complaints. You have a right to a written description of the 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.

I have read and understood the above statement.

Complainant, _____

Date, _____

INVESTIGATIVE PROCEDURE

You may choose to come to the Clayton Police Department in person to make your Citizen's Report as experience has indicated that it is most desirable to obtain information during a personal interview.

Additionally, you have the options of making your citizen's report by telephone or in writing utilizing this form, and you have the option of remaining anonymous. If you desire to identify yourself, you will be asked to

provide the following information:

1. Your name, address, and telephone number.
2. If a specific incident is involved, the date, time and location of that incident.
3. The names of any possible witnesses and telephone numbers, if available.
4. If the incident involves an arrest, the name, address, and telephone number of the individual arrested, if available.
5. If the incident involves a member of the department, their name, position in the department,
6. Details of the subject matter which prompted your interest.

A member of the department will be assigned to contact you and an investigator will interview all available witnesses, involved department members, and will examine all relevant documentary and physical evidence.

Each citizen's report will be examined on its own merit. Should your citizen's report involve an allegation of improper action by a member or members of this department there are four possible findings which will result from our investigation:

1. Sustained: the investigation disclosed sufficient evidence to clearly prove the allegation;
2. Not sustained: the investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation;
3. Unfounded: the investigation has produced sufficient evidence to prove that the act or acts complained of did not occur as alleged;
4. Exonerated: the acts which provided the basis for the allegation occurred; however, investigation revealed that the acts were justified, lawful, and proper.

Should the investigation of this citizen's report indicate improper actions by a member of this department, I will initiate corrective action in accordance with the policies and procedures employed in this department. Such actions may include counseling, retraining, or disciplinary action against the employee.

Citizen's reports are investigated by members of the department specifically assigned by me. As Police Chief I feel that it is my responsibility to review the final report and approve the findings of an investigation. I will notify you by mail upon the completion of the investigation which is initiated by your report.

In Summary,

Citizen reports assist me in maintaining the present quality of law enforcement services throughout the city and provide a means for improvement. They additionally assure the citizen that corrective action is taken if there is misconduct by a member of this Agency. Further, a thorough and impartial investigation procedure protects peace officers from unwarranted accusations.

CITIZEN'S REPORT FORM AND PROCEDURE FOR COMMENDATIONS AND COMPLAINTS



The Clayton Police Department welcomes your commendations, complaints, constructive criticism, suggestions and information in the interest of better service to our community.

Clayton Police Department
6000 Heritage Trail
Clayton CA 94517
(925) 673-7350
Jeremy Crone
Chief of Police

To the Citizens of Clayton,

As your duly appointed Chief of Police, I am committed to provide the highest quality of law enforcement available. In order to achieve this goal, I welcome your comments, suggestions, constructive criticism, and valid complaints regarding actions or inactions by members of this agency or matters of department policy.

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

Each report received will be thoroughly investigated and will initiate appropriate corrective action when necessary. You will be informed of the results of the completed investigation.

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

Should you care to make your report in person, you may come to the police department located at 6000 Heritage Trail, in Clayton, and a member of my staff will assist you. 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. If, for any reason, you desire confidentiality in this matter your request will be honored.

I hope that you will feel free to express yourself on any matter which you feel should be brought to my attention. Each citizen's report will receive my personal attention as I recognize that our first responsibility is to serve and protect the citizens of Clayton.

Sincerely,

Jeremy Crone, Chief of Police
Clayton Police Department

CITIZEN'S REPORT

COMMENDATION		COMPLAINT	
FIRST AND LAST NAME		PHONE NUMBER	CASE NUMBER
ADDRESS			
DATE THIS FORM IS COMPLETED		DAY AND DATE OF INCIDENT OR ACTION	TIME OF INCIDENT
WHERE DID INCIDENT OR ACTION TAKE PLACE?			
NAMES OF ANY WITNESSES, ADDRESSES AND TELEPHONE NUMBERS			
NAME, ADDRESS AND PHONE NUMBER OF PERSON ARRESTED IF APPLICABLE			
OFFICER OR POLICE EMPLOYEE(S) INVOLVED, NAME, BADGE ID, AND VEHICLE NUMBER IF KNOWN			
NATURE OF COMPLAINT, SUGGESTION OR COMMENDATION AND PROVIDE AS MUCH DETAIL AS POSSIBLE, ATTACH ADDITIONAL PAGES IF NEEDED			
SIGNATURE			
IF THIS COMPLAINT INVOLVES RACIAL OR IDENTITY PROFILING, PLEASE INDICATE WHAT YOU BELIEVE THE ACTIONS WERE BASED ON:			
RACE OR ETHNICITY		GENDER IDENTITY OR EXPRESSION	
NATIONALITY		SEXUAL ORIENTATION	
GENDER		MENTAL DISABILITY	
AGE		PHYSICAL DISABILITY	
RELIGION			