



SIERRA MADRE POLICE DEPARTMENT

Complaint Process and Form

How do I file a complaint?

Any person may make a complaint concerning the conduct of a police department employee by speaking with a supervisor. Some community members' concerns may be minor and can be addressed by a supervisor informally. Concerns or complaints of a more severe nature will warrant a formal investigation. A person may initiate an official investigation in-person, over the telephone, via the police department web site by filling out this form and delivering it to the Sierra Madre Police Department, or by mailing a copy of the complaint to:

**Sierra Madre Police Department
Personnel Complaint Form
242 W. Sierra Madre Blvd, Sierra Madre, CA 91024**

What happens next?

Once the Department receives a formal complaint, it will be assigned to an investigation. A thorough investigation will be conducted and will many times include an interview of the person making the complaint to obtain all relevant information. The investigation will involve interviewing those individuals who may be witnesses to the incident and the collection of evidence when appropriate.

If it is determined that the employee's conduct was criminal in nature, the case will be forwarded to the District Attorney's Office for consideration on filing criminal charges. If it is determined that the employee's conduct was a violation of department policy, they will receive discipline through the department's disciplinary procedures. If it is determined that the employee's conduct was appropriate, based on the circumstances, no disciplinary action will be taken.



SIERRA MADRE POLICE DEPARTMENT

Procedure for filing a complaint against a peace officer

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 CIVILIANS' 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. CIVILIAN 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.

Print LAST Name

Print FIRST Name

Signature of Complainant

Date

Signature of Police Supervisor/Witness

ID Number

IMPORTANT NOTES:

- This statement is provided as required by Section 148.6 of the California Penal Code.

SIERRA MADRE POLICE DEPARTMENT

Procedimiento para presentar una queja contra un oficial de paz

USTED TIENE DERECHO A PRESENTAR UNA QUEJA CONTRA UN OFICIAL DE POLICÍA POR CUALQUIER CONDUCTA POLICIAL INAPROPIADA. LA LEY DE CALIFORNIA REQUIERE QUE ESTA AGENCIA TENGA UN PROCEDIMIENTO PARA INVESTIGAR LAS QUEJAS DE CIVILES. USTED TIENE DERECHO A UNA DESCRIPCION ESCRITA DE ESTE PROCEDIMIENTO. ESTA AGENCIA PUEDE ENCONTRAR DESPUÉS DE LA INVESTIGACIÓN QUE NO HAY SUFICIENTE EVIDENCIA PARA JUSTIFICAR LA ACCIÓN EN SU QUEJA; INCLUSO SI ESE ES EL CASO, USTED TIENE EL DERECHO DE PRESENTAR LA QUEJA Y HACER QUE SE INVESTIGUE SI CREE QUE UN OFICIAL SE COMPORTÓ INCORRECTAMENTE. LAS QUEJAS CIVILES Y CUALQUIER INFORME O HALLAZGO RELACIONADO CON LAS QUEJAS DEBEN SER RETENIDOS POR ESTE ORGANISMO DURANTE AL MENOS CINCO AÑOS.

He leído y entendido la declaración anterior.

Imprimir último nombre

Imprimir PRIMER Nombre

Firma del demandante

Fecha

Signature of Police Supervisor/Witness

ID Number

IMPORTANT NOTES:

- This statement is provided as required by Section 148.6 of the California Penal Code.



SIERRA MADRE POLICE DEPARTMENT

Civilian Complaint Form

Information about you		
Name:		
Date of Birth:	Email:	
Current Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	Work Phone:

Information about the incident	
Date(s) of Incident:	Approximate Time:
Location of the Incident:	
Involved Officer or Employee:	ID Number:
Involved Officer or Employee:	ID Number:
Involved Officer or Employee:	ID Number:
Were you arrested? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you answered YES, please complete below.
Arrest Charge(s):	
Location of Arrest:	
Arresting Officer:	

Witnesses to your Complaint:			
Witness(es):	Residing Address(es):	Res. Telephone:	Cell Phone:

Complainant Signature: _____ Date: _____ Time: _____

Complaint Received By: _____ ID Number: _____ Date: _____ Time: _____

