

SANTA CRUZ POLICE DEPARTMENT CITIZEN COMMENT FORM



Name				
	First	Middle	Last	Date of Birth
Address	Street			P.O. Box #
	City	State		Zip Code
If you do	not have a pe	rmanent address, desc	cribe how to conta	act you:
Home Telephor	ne	Work Telephone _		Message Telephone
D 1 T'	- /DI 1 - 0	ata at Warr		
Date and	time of Incide	nt/Report # (if known)		
Location	of Incident			
involved:				olice Department employee(s)
List all w	itnesses or inv		e, address, telepl	hone number if known, or describ
	t you in identify it is about:	ving, at least prelimina	ily, please state v	what you feel your comment or
	☐ A policy v	vith which you agree/disa	igree.	
	A procedu	ure which was/was not p	operly followed or	with which you agree/disagree.
	A positive	or negative comment re	garding attitude, be	ehavior or conduct by a city employed
	A possible	e violation of the law.		

	Please give us a detailed account of what your comment, complaint or concern is (please print). You may attach additional pages if needed. (If you have a question on how to complete this form, you may call the Professional Standards Unit at (831) 420-5810.)

COMPLAINT INFORMATION

If you are filing a commendation, concern or complaint, you have several options on how to proceed. Please check the appropriate box to indicate your preference. 1. Commendation. If you wish to commend an officer for an action. 2. Comment. An issue or concern that you simply want to make the Police Department aware of. ☐ 3. Request for Mediation Information. If you filed a citizen complaint, you may request to mediate your complaint. Mediation is a dispute resolution process where parties involved meet with trained party mediators to constructively discuss their differences. Mediation is voluntary and may only proceed upon agreement by all parties and approval by the Chief of Police. 4. Citizen Inquiry. This process allows for an immediate handling of your matter by the supervisor of the involved officer. The supervisor will be contacted and provided with the details of your matter. The supervisor will then be instructed to immediately review your matter with the officer and provide the appropriate training or counseling, or corrective action (minor discipline) to prevent further recurrence. The matter will not be made available for review by the Independent Police Auditor. At the completion of this process, you may be contacted by the supervisor if you so choose, or you will be notified by mail that the matter is completed. This process will usually be completed within a month. □ 5. Citizen Complaint. This process allows for a very formal investigation into the incident by the Professional Standards Unit or the officer's chain of command. Your case will be assigned to an investigator who will collect evidence and conduct interviews of the officers and any witnesses as necessary. The matter will be made available for review by the Independent Police Auditor. If the complaint is sustained, the officer is subject to discipline. Once the investigation is completed, you will be notified by mail of the results. This process may take several months to complete. Complainant Date

PRINT & RETURN COMPLETED FORM TO:

Do you wish your name released to the press? Yes \(\square\) No \(\square\)

Santa Cruz Police Department Attention: Professional Standards Unit 155 Center Street Santa Cruz, California 95060