



# TWIN RIVERS DISTRICT POLICE DEPARTMENT



## COMMENDATION OR COMPLAINT FORM

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The Twin Rivers District Police Department is responsible for the welfare of thousands of students, employees and approximately 120 square miles of the district. Our police officers are highly trained and educated. They serve with professional pride and they want you, the students, employees, parents and the public to share this pride. Officers serve as mediators or arbitrators in many cases where they are requested to resolve differences between individuals or groups. Many times, the decisions made by the officers will restrict the freedom and liberty of these individuals. The decisions may materially affect the course of people's lives.

The Twin Rivers District Police Department has a well defined procedure for assisting anyone desiring to make a grievance against our operations, policies and procedures or employees.

All investigations are thorough and objective. They are aimed at maintaining public confidence and department integrity. The goal is neither to condemn nor to exonerate but rather to identify and evaluate all of the facts surrounding an incident in question.

### **EFFECT ON CRIMINAL PROSECUTION**

The investigation within the Twin Rivers District Police Department of the conduct of its employees and the District Attorney's prosecution of a criminal case are two entirely separate matters. If you are arrested by the Twin Rivers District Police Department and file a citizen complaint against an officer, such action will in no manner whatsoever affect the prosecutor's independent decision to proceed with criminal action against you.

### **CITIZEN OBLIGATION**

A mandatory requirement in the initiation of a citizen complaint against an employee is that it must be accurate and honest. Simple errors, omissions and misperceptions are understandable and are not uncommon. Legitimate complaints will and should be filed and investigated. However, a false complaint may subject you to a civil action and prosecution by the officer or employee.

The advisement is not intended to dissuade a complaint but to impress the fact that false complaints against officers or employees cannot be made with impunity or without repercussive actions.

### **PROCEDURE**

Every citizen has a right to lodge a complaint against the Twin Rivers Police Department or its employees. You may make initial complaints by telephone or letter. Complaint forms may either be delivered or mailed to the Twin Rivers District Police Department. It will be necessary for the complainant to be available for a personal interview.

Once a complaint is received, a thorough investigation will be initiated and conducted. Upon completion of the investigation, all findings and respective recommendations will be directed through divisional commanders to the Chief of Police for final review.

In all cases, the citizen making the complaint is informed of its final disposition to the extent allowed by law. Department investigators will exert every effort to be sincere and candid of each situation. However, in those instances where the citizen feels that a proper investigation has not been conducted, you may seek further recourse through any of the listed offices or agencies.

**OFFICE OF EDUCATION**  
County of Sacramento  
9137 Lincoln Village Drive  
Sacramento CA 95827  
916 228 2500

**OFFICE OF THE CHIEF OF POLICE**  
Twin Rivers District Police Department  
1333 Grand Avenue  
Sacramento CA 95838  
916 566 2770

**DISTRICT ATTORNEY**  
County of Sacramento  
901 G Street  
Sacramento CA 95814  
916 874 6218



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### COMPLAINT ADVISORY

**Any persons filing any allegation of misconduct against any peace officer must read and sign the following.**

**California Penal Code § 148.6(a)(1) Filing a False Complaint** • Every person who files any allegation of misconduct against any peace officer, as defined in Chapter 4.5 (commencing with Section § 830) of Title 3 of Part 2, knowing the allegation to be false, is *guilty* of a *misdemeanor*.

(2) Any law enforcement agency accepting an allegation of misconduct against a peace officer shall require the complainant to read and sign the following advisory, all in boldface type:

**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 CITIZENS' 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 COMPLAINTS AND ANY REPORTS OR 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 understood the above statement.

\_\_\_\_\_  
Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Officer Receiving Report

\_\_\_\_\_  
Date

(3) The advisory shall be available in multiple languages.

(b) Every person who files a civil claim against a peace officer or a lien against his or her property, knowing the claim or lien to be false and with the intent to harass or dissuade the officer from carrying out his or her official duties, is guilty of a misdemeanor.

This section applies only to claims pertaining to actions that arise in the course and scope of the peace officer's duties.



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NAME		PHONE	2 <sup>ND</sup> PHONE		
ADDRESS CITY STATE ZIP					
CHECK TYPE OF REPORT		COMMENDATION	COMPLAINT		
INCIDENT DATE & TIME	INCIDENT LOCATION		REPORT OR EVENT #		
EMPLOYEE NAME	EMPLOYEE NAME	EMPLOYEE NAME			
WITNESS NAME ADDRESS & PHONE					
WITNESS NAME ADDRESS & PHONE					
DESCRIPTION OF INCIDENT (Attach Additional Sheets If Necessary)					
SIGNATURE			DATE		
<b>CONTACT THE TWIN RIVERS DISTRICT POLICE DEPARTMENT FOR SUBMISSION, QUESTIONS AND CONCERNS.</b>					
EMPLOYEE RECEIVING REPORT		DATE & TIME RECEIVED		<b>INVESTIGATION ASSIGNMENT</b>	
				DETECTIVE	DATE
<b>COMMENDATION</b>		DATE & TIME RECEIVED		<b>DATES OF INVESTIGATION</b>	
OFFICER	FILE			INITIATED	FINAL DISPOSITION