



# Fairfax Police Department

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## CITIZEN REPORT

### SUMMARY OF COMPLAINT PROCESS

As set forth in California Penal Code section 832.5, The Fairfax Police Department has established a complaint process to receive and act upon complaints made by the public against Police Department employees. This process provides corrective action when the employee conduct has been improper. It also protects the employee from unwarranted criticism when duties are discharged properly.

A complaint may be made by personal interview, by telephone or by mail. Complaints may also be made anonymously. All information received is confidential. A parent or guardian's signature is required on complaints filed by persons under 18 years of age.

On receipt of a complaint, the police chief will assign an investigator to contact all witnesses, examine any relevant physical evidence, and gather all information pertinent to each allegation made. After completing the investigation, the investigator will make an initial finding based on each alleged act of misconduct.

With the findings of the investigator, the police chief will make the final disposition. If a complaint is sustained, the police chief will administer appropriate corrective and/or disciplinary action which may include one or more of the following: counseling; training; oral or written reprimand; suspension; demotion; and termination.

Departmental procedure and relevant Government Code sections calls for all investigations to be completed with due diligence within 12 months from date of discovery. Most investigations are completed far short of this 12 month limit.

Should you have any questions regarding these procedures, please contact the police chief during business hours Monday through Friday. The department's procedural directive on citizen complaints is also available for inspection on our web site and/or upon request.

FAIRFAX POLICE DEPARTMENT

Case no.

**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 MUST BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE YEARS.**

Complainant's Signature (optional)  
X

Date

***For Official Use Only***

Intake Officer

Serial No.

Date

**CITIZEN'S COMPLAINT FORM**  
*For Official Use Only*  
**PROFESSIONAL STANDARDS SECTION**  
**FAIRFAX POLICE DEPARTMENT**

PSS Case No.

Complainant's Name (optional) <b>LAST</b> Name	First	Age
Address	<input type="checkbox"/> Town (Fairfax) Zip	Home Phone (    ) Work Phone (    )

Location of Occurrence	Day	Date	Time <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
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Identity of Involved Personnel (Name, Badge No., Vehicle No., etc.)

*If you need more space, please use an additional sheet of paper. If you have any questions, please contact the Professional Standards Section at (510) 238-3161.*

**Check All Categories That Apply**

- Force       Improper Procedure       Improper Conduct      Other (*Specify*)

Brief Narrative

Witness Name ( <b>Last</b> ,First, Middle)	Address	City/Zip	Phone (Incl. Area Code)

***For Official Use Only***

	Date Complaint Received		
Complainant's Signature (optional)	Date	Intake Officer	Serial no.



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FOLD ON DOTTED LINE

From \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Place  
Stamp  
Here

Fairfax Police Department  
144 Bolinas Road  
Fairfax, CA 94930