



SANTA CRUZ POLICE DEPARTMENT COMMUNITY COMMENT FORM



Name _____
First Middle Last Date of Birth

Address _____
Street P.O. Box #

City State Zip Code

If you do not have a permanent address, describe how to contact you:

Home Telephone _____ Work Telephone _____ Message Telephone _____

Best Time/Place to Contact You _____

Date and time of Incident/Report # (if known) _____

Location of Incident _____

Please list the names, badge numbers or descriptions of the Police Department employee(s) involved:

List all witnesses or involved persons by name, address, telephone number if known, or describe, all available information that may lead to witnesses.

To assist you in identifying, at least preliminarily, please state what you feel your comment or complaint is about:

- A policy with which you agree/disagree.
- A procedure which was/was not properly followed or with which you agree/disagree.
- A positive or negative comment regarding attitude, behavior or conduct by a city employee.
- A possible violation of the law.

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 community 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. Community 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. Community 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

Do you wish your name released to the press? Yes No

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RETURN COMPLETED FORM TO:

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