

LEMOORE POLICE DEPARTMENT

OFFICER COMPLAINT PROCEDURE

(832.5 PC)

It is the policy of the Lemoore Police Department to thoroughly investigate any complaints generated by citizens as a result of their contacts with Department personnel. The Police Department fully recognizes the need to maintain a professional standard that is beyond reproach, and as such, has developed a procedure for handling personnel complaints.

A personnel complaint is defined as an allegation of misconduct or improper job performance of an employee received from any source. A complaint will be investigated in accordance with Department policy and the law.

PROCEDURE

When a Personnel Complaint is brought to the attention of the Shift Supervisor and the matter cannot be explained to the complaining person's satisfaction, the Shift Supervisor will provide the complaining party with a copy of the Lemoore Police Department's Officer Complaint Procedure and will complete a Lemoore Police Department Citizens Personnel Complaint Form. A signature from the complaining party will be required on the completed Personnel Complaint Form. After completing the Personnel Complaint Form, the Shift Supervisor will then provide the complaining person with a copy of the individual's own statements. The original completed Personnel Complaint Form will then be forwarded to the Chief of Police.

Upon receipt of the completed Personnel Complaint Form, the Chief of Police shall assign personnel to conduct an investigation of the incident. The investigation will be conducted in a timely manner, with the results being returned to the Chief of Police. Based on the findings of the investigation, the Chief of Police will take appropriate action.

Complaining parties will be notified when a thorough investigation has been completed and will be provided written notification of the disposition of the complaint. California Penal Code Section 832.7 and Department Policy prohibit the public release of personnel related information which may be developed during a Personnel Complaint Investigation. Complaining parties with additional concerns may make an appointment to discuss their concerns with the Chief of Police.

Information regarding Personnel Complaints will be released to the Department of Justice annually.

COMPLAINTS FROM MEMBERS OF THE PUBLIC

Investigation # _____

Lemoore Police Department
658 Hill St.
Lemoore, CA 93245
(559) 924-9574

Name _____ DL# _____
Initiated by _____ On _____
Address _____ City _____ Zip _____
Incident Date/Time _____
Officer(s) Involved _____
Day Phone # _____ Eve Phone # _____

THIS SECTION LPD USE ONLY

Investigating Officer _____ Letter Sent _____
Submitted by _____ Reviewed by _____
Recommendation _____
Disposition: Unfounded Sustained Not Sustained Exonerated In Person
Disciplinary Action _____
Signed _____
Chief of Police
Date _____ Final Letter _____
Disposition Received _____
Officer _____ Date _____

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.



