



# City of Imperial Police Department

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424 SOUTH IMPERIAL AVENUE, IMPERIAL, CA 92251 PHONE: (760) 355-4327 • FAX (760) 355-7960

## CITIZENS OF THE CITY OF IMPERIAL:

A relationship of trust and confidence between members of the police department and the community they serve is essential to effective law enforcement. Law enforcement officers must be free to exercise their best judgement and to initiate enforcement action in a reasonable, lawful and impartial manner without fear of reprisal. So, too, enforcers of the law have a special obligation to respect meticulously the rights of all persons.

The Imperial Police Department acknowledges its responsibility to establish a system of complaint and disciplinary procedures which not only will subject the officer to corrective action when he/she conducts himself/herself improperly but will also protect him/her from unwarranted criticism when he/she discharges his/her duties properly.

It is the purpose of these procedures to provide a prompt, just, open and expeditious disposition on complaints regarding the conduct of members and employees of the Department. To this end, citizens are encouraged to bring complaints about Department operations and the conduct of its members to the attention of the Imperial Police Department whenever a citizen believes that such an act is improper.

Conversely, every citizen should take it upon himself to commend an officer for meritorious conduct witnessed within the knowledge of the reporting citizen.

Any member of the Department will accept reports concerning commendations or recognition of exemplary conduct.

Should you have any questions regarding these procedures, please contact the office of the Chief of Police during business hours, Monday through Friday. The Department's procedural directive on citizen's complaints is also available for inspection, upon request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Max Sheffield".

Max Sheffield  
Captain



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## CITIZEN'S COMPLAINT

<b>REPORTING PERSON:</b>		
NAME (LAST, FIRST, MIDDLE)		
ADDRESS (STREET, CITY, STATE, ZIP CODE)		
HOME PHONE	BUSINESS PHONE	AGE

<b>VICTIM OF MISCONDUCT (IF OTHER THAN ABOVE):</b>		
NAME (LAST, FIRST, MIDDLE)		
ADDRESS (STREET, CITY, STATE, ZIP CODE)		
HOME PHONE	BUSINESS PHONE	AGE

<b>DEPARTMENT MEMBERS COMPLAINED OF:</b>		
NAME OF OFFICER / EMPLOYEE	BADGE #	DESCRIPTION



DATE OF INCIDENT	TIME OF INCIDENT	LOCATION OF INCIDENT

PERSON ARRESTED (IF APPLICABLE):	
NAME (LAST, FIRST, MIDDLE)	
ADDRESS (STREET, CITY, STATE, ZIP CODE)	
HOME PHONE	BUSINESS PHONE

WAS THE PARTY TO THE COMPLAINT, OR WITNESS, DETAINED OR INTERVIEWED BY THE POLICE? IF SO WHOM?

WITNESSES TO THE ALLEGED INCIDENT, INCLUDING DEPARTMENT MEMBERS:	
NAME (LAST, FIRST, MIDDLE)	
ADDRESS (STREET, CITY, STATE, ZIP CODE)	
HOME PHONE	BUSINESS PHONE





**I UNDERSTAND, AND IT IS MY DESIRE, THAT THIS COMPLAINT WILL BE INVESTIGATED DILIGENTLY. I FURTHER UNDERSTAND THAT IF THE INVESTIGATION PROVES THESE ALLEGATIONS TO BE FALSE, I MAY BE LIABLE TO BOTH CRIMINAL AND/OR CIVIL PROSECUTION. I ALSO UNDERSTAND THAT IN SOME CASES I MAY BE ASKED TO SUBMIT TO A POLYGRAPH EXAMINATION AS PART OF THIS INVESTIGATION.**

SIGNATURE OF PERSON REPORTING

DATE

SIGNATURE OF PARENT (IF UNDER AGE 18)

**MAY BE CONTACTED AT PLACE OF BUSINESS**

**YES**

**NO**

BUSINESS NAME

BUSINESS PHONE

SIGNATURE OF PERSON RECEIVING REPORT

DATE

**DUPLICATE COPY TO BE GIVEN TO COMPLAINANT.**



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## **REPORT OF POLICE MISCONDUCT**

You have the right to make a complaint against a police officer for any improper police misconduct. California law requires this agency to have a procedure to investigate citizens' complaints. You have the right to a written description of this procedure. This agency may find after the investigation that there is not enough evidence to warrant any action on your complaint. Even if that is the case, you have the right to make a complaint and have it investigated if you believe an officer has behaved improperly. Citizen complaints and any reports of findings related to complaints must be retained by this agency for at least five years.

**I acknowledge that I have read and understand this information advisory.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



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## **REPORTE DE CONDUCTA INAPROPIADA DE UN OFICIAL DE POLICÍA**

Usted tiene el derecho de presentar una queja en contra de un oficial de policía por motivo de cualquier conducta inapropiada. La ley de California requiere que esta agencia cuente con un procedimiento para la investigación de quejas de ciudadanos. Usted tiene derecho a una descripción por escrito de este procedimiento. Esta agencia podría concluir, después de una investigación, que no hay pruebas suficientes como para que se amerite tomar acción respecto a su queja; sin embargo, aun en tal caso, usted tiene el derecho de presentar su queja y de que ésta sea investigada si usted cree que un oficial se comportó de manera inadecuada. Las quejas de ciudadanos y cualquier determinación o informes relacionados con las quejas deben ser conservados por esta agencia durante por los menos cinco años.

**He leído y entiendo la declaración anterior.**

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Fecha