

## CAPITOLA POLICE DEPARTMENT CIVILIAN COMMENT FORM CPD Policy 1020 – Personnel Complaints

Name:		
First	Middle	Last
Date of Birth:		
Address		
Address: Street		P.O. Box #
City	State	Zip Code
If you do not have a permanent	address, describe how to o	contact you:
Home Telephone:	Work T	elephone:
Cellular Telephone:	Message T	elephone:
Best Time/Place to Contact You	ı:	
Related Case, Citation, or CAD	Incident Number:	
Date and time of Case, Citation	, or Incident (if known):	
Location of Incident		
Please list the names, badge no involved:	umbers, or descriptions of t	ne Police Department employee(s)
List all witnesses or involved pe all available information that ma		ephone number (if known), or describe

Please indicate which category your comment or your comment or complaint is about:	concern aligns with. Please state what you feel			
A policy with which you agree/dis	agree.			
A procedure that was/was not pro	operly followed or with which you agree/disagree.			
A positive or negative comment roof Capitola employee.	egarding attitude, behavior, or conduct by a City			
A possible violation of the law.				
Please give us a detailed account of what your comment, complaint, or concern is (please print). You may attach additional pages if needed. If you have a question on how to complete this form, you may call (831) 475-4242 to speak with a supervisor.				
The California Department of Justice requires all agencies to report complaints due to racial or identity profiling. If this applies, please check the appropriate boxes below and provide a narrative.				
Race or Ethnicity	Gender Identity or Expression			
Nationality	Sexual Orientation			
Gender	Mental Disability			
Age	Physical Disability			
Religion	Other (Describe)			
	,			
	······································			

## **INFORMATION**

pr	ocee	ed. Please check the appropriate box to indicate your preference.		
	1.	Commendation - If you wish to commend an officer's action(s).		
	2.	<b>Comment -</b> An issue or concern that you want to make the police department aware of.		
	3.	Request for Mediation Information - If you are filing a citizen 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.	<b>Civilian Inquiry -</b> This process allows for 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.	Civilian 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 ndependent 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.		
		Signature Date		
		Do you want your name released to the press? Yes No		
		••••••••••••••••••••••••••••••		
		PLEASE RETURN THE COMPLETED FORM TO:		

If you are filing a commendation, concern, or complaint, you have several options on how to

Capitola Police Department 422 Capitola Avenue Capitola, California 95010