

Glendale Community College Police Department

1500 NORTH VERDUGO ROAD, GLENDALE CALIFORNIA 91208

818-551-5205

Citizen Complaint Form

A relationship of trust and confidence between members of the police department and the community is essential for controlling crime in a free society. Law enforcement officers must be free to exercise their best judgement and to initiate enforcement action in a reasonable, lawful and impartial manner. Police officers have a constitutional obligation to respect and preserve the rights of all people.

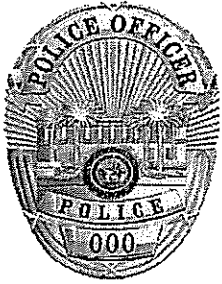
The Glendale College Police Department has established a citizen complaint procedure which will not only subject an officer to corrective action whenever he/she acts improperly, but will also protect the officer from unwarranted or malicious allegations.

The Glendale Community College Police Department encourages faculty, staff, students and community members to report, in good faith, what they believe to be acts of police misconduct.

The purpose of these procedures is to provide a means of investigation into the allegations of misconduct by members of this Department. Citizens are encouraged to bring complaints about Department members to the attention of the Glendale College Police Department. Should you have any questions regarding these procedures, please contact the Glendale College Police Department.

The following is a summary of the process when a complaint is registered with the Department:

- After a complaint has been filed, the Chief of Police will assign an investigator to contact you to interview pertinent witnesses, gather relevant evidence and submit a comprehensive report.
- When the investigation is completed a determination will be made as to the disposition of each and every allegation of misconduct.
- Complaints are investigated as assigned, authorized by the Chief of Police, and recommendations are made by senior staff members the final authority for disposition of complaints rests with the Chief of Police.
- When complaints are found to be "sustained," the Chief of Police shall determine and administer appropriate corrective and/or disciplinary action.
- The goal of the Department is to complete all personnel investigations within a 90-day period, and this is normally the case. However, to complete the investigation additional time may be required. You will be notified by letter when the investigation of your complaint has been completed.



GLENDALE COMMUNITY COLLEGE POLICE DEPARTMENT
CITIZEN COMPLAINT FORM

(Please provide the information listed below)

Date of Incident: _____

Time of Incident: _____

COMPLAINANT:

WITNESS:

Name _____

Name _____

Address _____

Address _____

City _____

City _____

Home Phone _____

Home Phone _____

Cell Phone _____

Cell Phone _____

Business Phone _____

Business Phone _____

Location of Occurrence _____

Allegations or nature of complaint (e.g., level of force, conduct of behavior, or behavior of officer, racial or identity profiling, abuse of authority, theft, etc.)

Associated Police Report Number/Citation _____

Name of involved Employee (Include Badge number if known) _____

Please provide a narrative description of the incident (attach separate sheet if additional space is needed).

Complaint Signature _____

_____ Date

Signature of Person Receiving Complaint _____

FOR OFFICE USE ONLY	
Method Received:	
Mail	<input type="checkbox"/>
Telephone	<input type="checkbox"/>
Person	<input type="checkbox"/>