

ALBANY POLICE DEPARTMENT

COMPLAINT INFORMATION



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 must be retained by this agency for at least five years.

When you have a complaint about a police officer or police department employee...

- Ask to speak to a Police Supervisor.
- Explain your complaint to the supervisor. The supervisor will attempt to identify the exact nature of your complaint and the identity of those involved in your complaint.
- If appropriate, the supervisor may resolve the matter directly.
- If appropriate, the supervisor will initiate the formal complaint process.
- You may file an anonymous complaint.
- You may be asked to complete a Complaint Form.
- You do not have to submit a Complaint Form to initiate a complaint.
- If you need help, you can ask for help in completing your complaint form.
- You are entitled to receive a free copy of your original written complaint.
- You are entitled to receive a copy of the Albany Police Department's Complaint Policy.
- If a formal complaint is initiated, an internal affairs investigator will contact you to discuss your complaint and may want to schedule an interview.
- Once the investigator has interviewed all those involved and gathered all the facts and information concerning your complaint, the matter will be presented to the Chief of Police.
- The Chief of Police will determine whether or not the employee violated any laws, or the rules and regulations of the Albany Police Department.
- If the Chief of Police finds that the employee committed a violation the employee will be disciplined in accordance with departmental policy.
- Upon completion of the matter, you will receive written notification from the Chief of Police within 30 days, regardless of the outcome.
- Your complaint will also be reviewed for indications of ways we can improve our policies, procedures and training.
- Corrective action on a sustained complaint allegation may include one or more of the following:
 - Training
 - Oral Counseling
 - Change of Assignment
 - Documented Counseling
 - Written Reprimand
 - Suspension
 - Demotion
 - Termination
 - Referral for criminal complaint

Albany Police Department
 1000 San Pablo Ave.
 Albany, CA 94706
 510-525-7300



Complaint Form

Is this complaint about a police *employee* or a police *practice*? _____

Did you speak to a supervisor at the Albany Police Department regarding this incident? _____

Would you like to speak to a supervisor before making a formal complaint? _____

What would you like to have happen as a result of this complaint? _____

Check all categories that apply to your complaint:

- | | |
|---|---|
| <input type="checkbox"/> Neglect of Duty | <input type="checkbox"/> Unlawful Search or Seizure |
| <input type="checkbox"/> Unreasonable Force | <input type="checkbox"/> Unlawful Detention or Arrest |
| <input type="checkbox"/> Other Improper Action | <input type="checkbox"/> Improper Operation of a Vehicle |
| <input type="checkbox"/> Rudeness/Discourtesy | <input type="checkbox"/> Excess Police Service or Harassment |
| <input type="checkbox"/> Policy/Procedure Violation | <input type="checkbox"/> Bias Based Policing (Racial Profiling, Discrimination) |

INFORMATION ABOUT YOU

First Name	Middle Name	Last Name	Date of Birth
Contact Address		City	State ZIP
Phone #1	Phone #2	Other contact information	
Filed on Behalf of (Juvenile/Incapable) Full Name			Date of Birth

INFORMATION ABOUT THE INCIDENT

Date of Incident	Time	Location of Incident	Police Report Number
Involved police department employee/s (name, badge #, description or other identifying information)			
Witnesses (Name & Contact Information)			

*Please use the back of this form to describe your complaint.
 You may ask for assistance in completing this form or for additional paper if needed.
 You may also contact the Professional Standards Officer with questions at 525-7300*

