

National City Community and Police Relations Commission

CONTACT FORM

Complete and sign this form and return to the address below. You may be contacted for further information.

INFORM	ATION ABOUT THE COMPLAIN	ANT/SUGGESTER	
LAST NAME	FIRST NAME	MI	Commission Use No.
ADDRESS	CITY/STATE		ZIP
MAILING ADDRESS (if different)			
HOME PHONE	WORK PHONE	OTHER PHONE	<u> </u>
OFFICER (5) INVOLVED, IF	REQUIRED (include Badge Number	r and Police Report Number	r, if known)
· 			
INFOR	MATION ABOUT THE INCIDENT	(IF REQUIRED)	Commission Use
DATE TIME	LOCATION		No.
SUMMARY OF COM	MPLAINT/SUGGESTION (attach	additional pages as need	ded)
Control (10 competence Cimpature		Dete	
Complainant/Suggester Signature	COMMISSION ACTION (NCCPRO		
	SOMMISSION AS HON (, use omy,	
DATE OF ACTION	SUBMITTED NOTICE	D N Y DATE	

Send to: NCCPRC, 1243 National City Boulevard, National City, CA 91950

NATIONAL CITY COMMUNITY AND POLICE REALTIONS COMMISSION COMPLAINT PROCEDURE FROM

The National City Community and Police Relations Commission serves as an independent, unbiased and impartial office that is readily available to the public. It is an organization for the improvement of police and community relations and the facilitation of disputes whenever possible. It provides a forum for citizens to voice their concerns, comment about police conduct, practices and policies and improves communication between citizens and the National City Police Department

The National City Community and Police Relations Commission is empowered to receive and investigate complaints regarding National City Police Department Personnel for alleged misconduct, and to recommend appropriate changes of police Department policies and procedures toward the goals of safeguarding the rights of persons and promoting higher standards of competency, efficiency and justice in the provision of community policing services.

It is sincerely hoped that you never need to make a complaint about police services. Should you need to, however, you may rest assured that there will be an objective investigation of your complaint, truth will be established and corrective action for any misconduct will be taken so as to preserve the public trust. Your complaint will be given the most serious consideration.

ANSWERS TO MOST COMMONLY ASKED QUESTIONS ABOUT THE COMPLAINT PROCESS

What if I want to make a complaint? If you believe a member of the National City Police Department has committed an act of misconduct, you may file this form.

Where do I go to make a complaint? Forms can be picked up and filed in the following locations: National City Library, City Hall, Department of Community Services. You may also go directly to the National City Police Dept., 1200 National City Blvd., National City, during regular business hours.

What happens after I file a complaint? National City Community and Police Relations Commission may review the complaint and possibly interview the complainant for completeness. The complaint is then forwarded to the National City Police Department for formal investigation.

If you choose to proceed with a formal complaint, it will be forwarded to the Internal Affairs Unit for processing and assignment. Once your complaint is assigned a tracking number, you will receive written notice that your complaint has been assigned to an investigator within (7) days. You may be contacted by the investigator for additional details.

Who will investigate my complaint? National City Community and Police Relations Commission will review the investigation made by the employee's supervisor or the Internal Affairs Unit for thoroughness and results.

What will happen to the involved employee? If the investigation finds the employee's conduct was improper, the employee may face disciplinary action.

<u>Will I be told when the investigation is completed?</u> Yes, you will be notified by mail that the investigation has been completed and will be told of the results. Because California Penal Code requires disciplinary matters be kept confidential, you will not be told the type or amount of discipline the employee will receive.

COMPLAINT WITHDRAWAL I now believe that the conduct or performance of the involved officer or employee of the National City Police Department was justified, legal, or in compliance with the rules, regulations or procedures of the National City Police Department or state law.				
I, therefore, withdraw my complaint without fear of any threat, coercion or intimidation.				
Signature:	Date:	Witnessed by:	Date	
Penal Code 148.6 (b) requires the following notification: You have the right to make a complaint against an officer for any improper police misconduct. California law requires this agency to have a procedure to investigate citizen's 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 the office behaved improperly. Citizen complaints and any reports or findings relating to complaints must be retained by the agency for at least five years. I have read and understand the above statement. I hereby certify that the above facts are true and correct under penalty of perjury under the laws of California				
Signature:	Date:	Witnessed by:	Date	