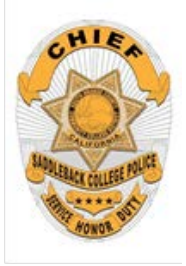




SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692
949.582.4500 • www.saddleback.edu

POLICE DEPARTMENT, 949 582-4585 Fax 949 582-4925
Service Honor Duty



PERSONNEL COMPLAINTS

The Saddleback College Police Department has a strict policy of maintaining good law enforcement community relations. To achieve this goal, it is imperative that all complaints against members of the Department be thoroughly investigated. We want to know when our service needs to be improved and we also want to provide a means for citizens to redress grievances against the Department members.

The following is information on how to make a formal complaint and answers some commonly asked questions about our procedures.

IN WHAT FORM MAY I MAKE MY COMPLAINT?

- Complaints are accepted in writing, and in person. In making a complaint, please use the attached Personnel Complaint Form. You may mail or walk the form to the following address:

Saddleback College Police Department
28000 Marguerite Parkway
Mission Viejo, Calif. 92692
Attn: Chief of Police

WHO WILL INVESTIGATE MY COMPLAINT?

- Complaints will be handled by the Chief of Police or designee. Complaints can be lodged during normal business hours at the Campus Police Station.
- After normal business hours, the written Personnel Complaint Form can be completed and either mailed or walked in to the Police Station.
- Upon receipt of the written complaint, a member of the Department may interview you.

IF I WRITE MY COMPLAINT, WHY DO YOU WANT TO TALK TO ME?

- The Department wants to do a complete investigation of all sincere complaints. Departmental employees are also interviewed, which can lead to a version of events that varies from what is written by a complainant. Fairness to both sides requires that involved parties and witnesses also be interviewed in an attempt to ascertain the truth. Certain facts, recollections, or evidence not originally considered by the complainant could be vital in determining the facts of the incident.

WHAT WILL HAPPEN TO THE DEPARTMENTAL EMPLOYEE?

- That will depend on what, if anything, the employee did wrong. If the actions were criminal, the employee will be dealt with like any other citizen. If their behavior was improper but not criminal, the employee may be disciplined by the Chief to the degree warranted by the individual situation. Disciplines can range from reprimands through suspensions to termination.

WILL I BE INFORMED REGARDING THE OUTCOME OF THE INVESTIGATION?

- Yes. The Chief of Police will mail you a letter within 30 days of the disposition of the case (CPC832.7)



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Saddleback College Police Department Mission Viejo, California

PERSONNEL COMPLAINT FORM

After completed and returned by complainant assign a CAD/DR#(If applicable): _____

Name of Complainant: _____ Date Reported: _____

Address: _____ City/State/Zip: _____

Residence Phone: _____ Business Phone: _____

Date and time of Incident: _____

Location of Incident: _____

Name (if known) or description of employee(s) involved: _____

Name, address & phone number of witness(es): _____

Summary of Complaint: _____



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Please sign and date this complaint from and return it to us, so we can proceed with the investigation.

By signing this form, I certify that the statements contained in it are true and correct to the best of my knowledge and belief.

Signature

Date

Name (Please print)

California Penal Code Section 832.5. (a) (1) Each department or agency in this state that employs peace officers shall establish a procedure to investigate complaints by members of the public against the personnel of these departments or agencies, and shall make a written description of the procedure available to the public.