

As law enforcement officers we are governed by Federal, State and Municipal laws. In addition to these regulations, we are expected to comply with the provisions of our Policies and Procedures, other department directives and the Law Enforcement Code of Ethics.

Since we endeavor to provide professional law enforcement services to the community, our duties must be performed in a manner that will inspire the confidence and respect to the public. Therefore, when it is determined that a member has demonstrated misconduct or inappropriate behavior, corrective action will be taken.

A member, who is acting within the scope of the law, and our regulations, will receive the full support of the Department. A double standard of law enforcement cannot exist anywhere within the City of Placerville. Uniform enforcement practices must be followed throughout the community and the law must be enforced courteously and appropriately.

When a citizen makes a complaint against a member of the department, that complaint shall be thoroughly investigated. When an investigation establishes a citizen complaint is valid, appropriate administrative action will be taken.

Placerville Police supervisors are encouraged and expected to handle minor complaints in a manner that will provide a speedy resolution for the complainant, while at the same time providing the necessary feedback and training to enhance the overall performance of Placerville Police Department employees.

COMPLAINT DEFINED: A complaint is defined as an expression of dissatisfaction, either in writing or orally, with the operation of the Placerville Police Department or the conduct of its employees.

COMPLAINT DISPOSITIONS: Based upon the findings of the Department investigation, a complaint shall be classified in the following manner: **Sustained, Not Sustained, Exonerated, or Unfounded.**

1. **Sustained Complaint:** A complaint is considered "**Sustained**" when the investigation reveals that:
 - ✓ The employee has committed the act(s) of misconduct alleged in the complaint.
 - ✓ The employee omitted a required duty.
2. **Not Sustained Complaint:** A complaint is considered "**Not Sustained**" when the investigation discloses insufficient evidence to clearly prove or disprove the allegation(s) made.
3. **Exonerated Complaint:** A complaint is considered "**Exonerated**" when the investigation indicates the act occurred but the act was justified, lawful, and proper.
4. **Unfounded Complaint:** A complaint is considered "**Unfounded**".

For further information regarding the City of Placerville Police Department's citizen complaint process, please write to the **Placerville Police Department, Internal Affairs, 730 Main St., Placerville, CA 95667** or call **(530) 642-5210**.



IA #:
PPD#:

**PLACERVILLE POLICE DEPARTMENT
CITIZEN COMPLAINT FORM**

Office of the Chief of Police
730 Main St.
Placerville, CA 95667

(530) 642-5210 ~ FAX (530) 642-5215 ~ [TDD (530) 642-5280 Hearing & Speech Impaired Only]

COMPLAINANT

NAME:						DATE OF BIRTH:			
RACE – optional		<input type="checkbox"/> American Indian	<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Black	<input type="checkbox"/> Cambodian	<input type="checkbox"/> Filipino			
<input type="checkbox"/> Hawaiian	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Laotian	<input type="checkbox"/> Other	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Samoan	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> White	
STREET ADDRESS:									
CITY:					STATE:			ZIP:	
TELEPHONE Home:				BUSINESS:			OTHER:		
DATE INCIDENT OCCURRED:					TIME OCCURRED:				
INCIDENT OCCURRED AT WHAT LOCATION:									

PLACERVILLE POLICE DEPARTMENT EMPLOYEES

NAME (s):
Please explain the incident:

I hereby verify the facts and circumstances I have detailed above are true and correct to the best of my knowledge. I understand I will be interviewed regarding this complaint. **I agree to cooperate fully with the investigation.**

Name: (print) _____ Signature of Complainant: _____

Date: _____ Parent or Guardian (if complainant is under 18 years old) _____

OFFICE USE ONLY

Supervisor Receiving Complaint: _____ ID#: _____ Date Received: _____

Taped Statement: Yes No (Explain) _____

You may mail or deliver this form to:
Placerville Police Department, Office of the Chief of Police, 730 Main St., Placerville, CA 95667