



Río Hondo College Police Department

COMMENDATION / SUGGESTION / COMPLAINT FORM

SECTION 1: TYPE OF SUBMISSION *(please check one)*

- ☐ **Commendation** *(commending employee performance or department service)*
- ☐ **Suggestion** *(recommendation for improving department policies or procedures)*
- ☐ **Personnel/Service Complaint** *(allegation of misconduct or dissatisfaction with police services)*

SECTION 2: REPORTING PARTY INFORMATION

You may remain anonymous; however, providing your contact information allows the department to follow up with you regarding your submission or investigate a complaint thoroughly.

Full Name:

Address:

City / State / Zip:

Primary Phone:

Secondary Phone:

Email Address:

Affiliation with College:

☐ Student

☐ Faculty / Staff

☐ Visitor / Public

SECTION 3: INVOLVED EMPLOYEE / PERSONNEL INFORMATION *(if known)*

Employee Name(s) / Badge Number(s):

Physical Description:

Vehicle / Unit Number:

SECTION 4: INCIDENT DETAILS

Date of Incident:

Time of Incident:

Location of Incident:

Incident / CAD / Citation Number *(if applicable)*:

Brief Description of the Incident:

(Please describe what occurred, including actions taken by involved parties and any witnesses present.)

SECTION 5: STATUTORY DISCLAIMERS & WARNINGS *(applicable for personnel complaints)*

CALIFORNIA PENAL CODE SECTION 148.6(A)(2)

"YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A POLICE OFFICER FOR ANY IMPROPER POLICE CONDUCT. CALIFORNIA LAW REQUIRES THIS AGENCY TO ACCEPT AND INVESTIGATE COMPLAINTS. YOU HAVE A RIGHT TO A WRITTEN DESCRIPTION OF THIS AGENCY'S COMPLAINT PROCEDURE. THIS AGENCY MAY OBTAIN A WARNING THAT YOU SIGN PRIOR TO ACCEPTING A COMPLAINT. YOU HAVE THE RIGHT TO READ AND SIGN THIS WARNING FORM BEFORE YOU TALK TO AN INVESTIGATOR TO DETERMINE WHETHER YOU WANT TO PROCEED WITH YOUR COMPLAINT."

"IT IS AGAINST THE LAW TO MAKE A COMPLAINT THAT YOU KNOW SHOULD BE FALSE. IF YOU MAKE A COMPLAINT AGAINST AN OFFICER KNOWING THAT IT IS FALSE, YOU CAN BE PROSECUTED ON A MISDEMEANOR CHARGE." AN OFFICER SUBJECTED TO A FALSE AND MALICIOUS COMPLAINT MAY ALSO SEEK MONETARY DAMAGES THROUGH A CIVIL COMPLAINT (CA CIVIL CODE SECTION 47.5).

COMPLAINT PROCESS NOTICE

Pursuant to California Penal Code § 832.5, all personnel complaints are investigated thoroughly and impartially. Upon completion of the investigation, you will be notified in writing of the disposition of your complaint within 30 days of the conclusion of the inquiry.

SECTION 6: ACKNOWLEDGMENT & SIGNATURE

I certify that the information provided in this statement is true and correct to the best of my knowledge.

Reporting Party Signature:

Date:

FOR DEPARTMENT USE ONLY

Received By:

ID / Badge #:

Date:

Log / Case # Assigned:

Assigned To:

This form may be submitted online, e-mailed to trogers@rioehondo.edu, or printed and deposited into the designated box at the police department customer service counter (A-113).