



WILLITS POLICE DEPARTMENT
125 E. Commercial St, Ste. 150
Willits, CA 95490
Bus: 707-459-6122

Public Information: Complaint Investigation Procedure

The Willits Police Department believe that a relationship of confidence and trust with the public is essential to effective law enforcement action in a reasonable, lawful, and impartial manner without fear of reprisal. So too, law enforcement personnel have a special obligation to respect meticulously the rights of all persons.

To this end, the Willits Police Department welcomes, from citizens of the community, constructive criticism of the department and valid complaints against its members and procedures.

You have the right to make a complaint against a police officer for any improper police misconduct. 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 that after that there is not enough evidence to warrant action on your complaint. Even if this is the case, you have the right to make a complaint and have it investigated if you believe an officer behaved improperly. Citizen complaints and any reports or findings relating to complaints must be retained by this agency for at least five years. It is against the law to make a complaint that you know to be false. If you make a complaint against an officer knowing that it is false, you can be prosecuted on a misdemeanor charge and civil action may be brought against you (Penal Code § 148.6).

Any citizen who feels that they have been a victim of misconduct by a member of the Willits Police Department may file a "Citizen Complaint". The complaint may be made at any time to the Chief of Police, any supervisor, or officer in charge. Complaints of misconduct will be accepted and recorded on a "Citizen Complaint" form available at the Willits Police Department or City Hall and a copy will be made available to the citizen filing the complaint upon request.

The person receiving the complaint will ask you to provide as much information as possible. The complaint will then be investigated in a timely and professional manner. The investigation consists of taking formal statements from all persons concerned and the gathering and preservation of any physical evidence or other information related to the incident. Persons may also be asked to submit to a polygraph examination as part of any investigation. Each allegation is examined on its own merits in an objective manner.

An investigator assigned by the Chief of Police will conduct an investigation and submit all information and findings to the Chief of Police. Persons filing a complaint will receive a response from the Chief of Police upon completion of the investigation.

Generally, complaints will not be accepted from persons who are intoxicated or under the influence of a drug. This is not designed to discourage complaints, but rather to ensure that all facts and circumstances are accurately recorded. Persons who are intoxicated or under the influence at the time they wish to file a complaint will be re-contacted at a later time for filing of a complaint.

Scott Warnock
Chief of Police

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 and any reports or findings related to complaints must be retained by this agency for at least five years.

It is against the law to make a complaint that you know to be false. If you make a complaint against an officer knowing that it is false, you can be prosecuted on a misdemeanor charge.

I have read and understood the above statement.

Complainant

Date



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Personnel Complaint: Statement of Facts

Internal Affairs Number: _____

Complainant: _____
 Name Address Phone Number Age

Witness(es): _____
 Name Address Phone Number Age

 Name Address Phone Number Age

Date/Time of Occurrence: _____ Date/Time of Report: _____

Statement of Facts: _____



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Personnel Complaint: Statement of Facts

Internal Affairs Number: _____

(CONTINUED) _____

I swear (affirm) that the foregoing statement is true and correct to the best of my knowledge. I acknowledge that under California Civil Code 47.5, civil action can be brought against me for knowingly filing a false complaint.

Dated: _____ Complainant: _____

Dated: _____ Parent: _____
(if the complainant is under the age of 18 years old)