

CORONA POLICE DEPARTMENT SERVICE COMMENT FORM

 Personnel

 Service

 Policy

Reporting Party Information

Last Name:		First Name:	M.I.	Home Phone:		Work Phone	
Address:			City:	ZIP Code:	Sex:	Birth Date:	

Contact/ Event Information

Date of Occurrence:	Time of Occurrence:	Location of Occurrence:
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Summary of Contact / Event *(attach additional pages if necessary)*

Supervisor present? <small>Yes No</small>	Last Name:	First Name:	Rank:	ID Number
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Witness Information

Last Name:		First Name:	M.I.	Home Phone:		Work Phone	
Address:			City:	ZIP Code:	Sex:	Birth Date:	

IF COMMENT FORM CONCERNS A COMPLAINT - PLEASE READ & SIGN BELOW

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 must be retained by this agency for at least five years.

My signature below serves as verification that I have read and understand the above statement and that my statement is accurate and completely describes my comment or complaint.

Signature: _____ Date: _____ Accepting Supervisor: _____ ID# _____

CITIZEN COMPLAINT PROCEDURE

The Corona Police Department has a policy to thoroughly investigate citizen complaints. Should you believe that an employee of this department has committed an act or omission that is misconduct or a violation of law, you have a right to complain and have the matter investigated.

Complaint investigation procedures:

1. A department supervisor will interview you about your complaint and document your statement. A copy of your complaint, signed by you will be given to you at that time. Your written complaint will become part of the complaint investigation.
2. The supervisor will conduct a preliminary investigation that involves collecting all relevant evidence, reports, and interviews of other knowledgeable parties. This information will be forwarded to the Chief of Police who will review it.
3. If the completed investigation meets the approval of the Chief of Police, he will review the matter and approve a disposition.
4. If the Chief of Police believes the matter requires additional investigation or is of a serious nature, it will be assigned for follow up investigation by a specially assigned investigating supervisor.
5. The follow up investigation will be reviewed by the Chief of Police who will approve a disposition.
6. A letter will be sent to you advising you that a disposition has been reached.

It is the intent of the Corona Police Department to conduct fair and impartial investigations of all citizen complaints and reach a disposition that is equitable to all parties and serves the interest of the community.

Name	PLACE
Address	STAMP
City, State ZIP	HERE

Corona Police Department
730 Public Safety Way
Corona, CA 92880

Attention: Office of the Chief of Police

Corona Police Department

SERVICE COMMENT FORM



Comment and Complaint
Form

George Johnstone
Chief of Police