

PURPOSE

The Citizen Report Form is primarily for reporting incidents that pertain to the conduct of East Bay Regional Parks Police Department Employees. It may be used to document information regarding employee commendatory acts or potential misconduct. In addition, it can be used to offer constructive criticism regarding policies, or to report any activities or conditions requiring non-immediate police attention.

PROCEDURE

Under State law, the department welcomes all comments pertaining to the quality of service provided and the conduct of its personnel. Your comments provide an open channel of communication between the department and the community at large.

The department maintains effective procedures for reporting, investigating, and resolving allegations of misconduct as well as recognizing meritorious acts. It provides a consistent approach to the investigation and adjudication of all the complaints against its employees.

There are three ways that you can report an incident or commendation to the department.

- ❑ Make your report in person to the officer in charge at our headquarters:
**17930 Lake Chabot Road,
Castro Valley, CA 94546**
- ❑ Call the non-emergency police line **(510) 881-1833** and provide your contact information so that a supervisor may contact you.
- ❑ Mail this form or a letter to:
**Chief of Police
EBRP Police
17930 Lake Chabot Road,
Castro Valley, CA 94546**

When you complete this form, we ask that you provide specific information relevant to the incident in the space provided on the opposite side of this form.

DISPOSITION

The person filling this report will be advised, in writing, of the results. The department is committed to professionalism and efficiency, and maintains a system of responding to comments and complaints. (CA Penal Code 832.7)

It is our goal to guarantee the maintenance of our integrity through a system of internal discipline, where objectivity and fairness are assured by impartial investigations and review.

CITIZEN REPORT FORM



ORGANIZATIONAL VALUES

- Ethics and Honesty
- Commitment and Dedication
- Community Service
- Accountability
- Quality of Service

**East Bay Regional Parks Police
17930 Lake Chabot Road,
Castro Valley, CA 94546**



EAST BAY REGIONAL PARK District POLICE DEPARTMENT



Effective January 1, 1996, the State of California added Section 148.6 to the California Penal Code. If your report is a complaint, this section makes it a crime to file an allegation of misconduct against any police officer, **knowing the report to be false**. Therefore, the following statement is added and requires the signature of the complaining person.

YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST ANY 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 SUFFICIENT EVIDENCE TO WARRANT ACTION ON YOUR COMPLAINT. IN THE EVENT THAT YOUR CASE LACKS ENOUGH EVIDENCE TO WARRANT ACTION, 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 RELATING TO COMPLAINTS MUST BE RETAINED BY THIS AGENCY FOR ATLEAST 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 understand the above statement. _____

Complainant Signature

Date

Personal Information

Name: _____
Address: _____
City: _____ Zip Code: _____
Telephone: Home: _____ Work: _____

Employee(s) Involved

Name: _____ Badge #: _____
Name: _____ Badge #: _____
Name: _____ Badge #: _____
Name: _____ Badge #: _____

Incident Information:

Date: _____ Approximate time: _____ A.M. P.M.
Location: _____
Brief description: _____

Note: Please provide any additional information which is relevant and necessary on a separate piece of paper.