



SEBASTOPOL POLICE DEPARTMENT

6850 Laguna Park Way, Sebastopol, CA 95472

Telephone: (707) 829-4400 / Fax: (707) 829-0967 / City Hall: (707) 823-1153

A relationship of trust and confidence between members of the Sebastopol Police Department and the community we serve is essential to effective law enforcement. Police officers and department members must be free to exercise their best judgment and to initiate law enforcement action in a reasonable, lawful and impartial manner, without fear of reprisal. Likewise, police officers and department members have a special obligation to respect the rights of all persons.

The Sebastopol Police Department acknowledges its responsibility to establish a system that allows our community to provide commendations, complaints, and comments, along with procedures that recognize the good work they do and recommendations for improvement. The Sebastopol Police Department also acknowledges its responsibility to establish a system of accountability and corrective action when a department member conducts himself/herself improperly, but also will protect him/her from unwarranted criticism when he/she discharges his/her duties properly. It is the purpose of these procedures to provide a prompt, equitable, open and expeditious disposition of commendations, complaints, and comments regarding the conduct of any members of the Department and the Department as a whole.

To this end, the Sebastopol Police Department welcomes community members to provide positive feedback, constructive criticism of the Department, and valid complaints against its members or procedures.

HOW DO I MAKE A COMMENDATION, COMPLAINT, OR COMMENT?

A commendation, complaint, or comment may be made in person, by telephone, by email, or by mail to any police supervisor of the Sebastopol Police Department. If you choose to email, please contact SPD to obtain a supervisor's email address.

The form is attached and can be obtained in person at the Sebastopol Police Department or at the Sebastopol City Hall, 7120 Bodega Avenue, or it can be emailed or mailed to you. You may also print the form from our website (<https://www.ci.sebastopol.ca.us/City-Government/Departments-Services/Police>). The Sebastopol Police Department is located at: 6850 Laguna Park Way, Sebastopol, CA 95472.

MUST A COMMENDATION, COMPLAINT, OR COMMENT BE MADE IN PERSON?

A commendation, complaint, or comment may be made in person, by telephone, email, or mail, and you may be asked to complete and sign a written form. If you are filing a complaint, you will be interviewed by an investigator.

ARE THERE ANY RESTRICTIONS ON MAKING A COMMENDATION, COMPLAINT, OR COMMENT?

A commendation, complaint, or comment should be made as soon after the incident as practical.

WILL MY COMPLAINT BE INVESTIGATED?

Each complaint is read and assigned by the Chief of Police and will be thoroughly investigated by a designee of the Chief of Police and/or the City of Sebastopol City Administration.

WILL ACTION BE TAKEN AGAINST THE DEPARTMENT MEMBER?

If a department member's actions are being commended, they will be recognized. If a department member's actions have violated departmental rules or regulations, or other policies or laws, appropriate action will be taken.

PERSONS UNDER THE AGE OF 18

A person under the age of 18 may file a commendation, complaint, or comment with the knowledge of a parent or legal guardian.

DISPOSITION

All submitted forms will receive a final letter notifying the reporting person of the outcome or any action that can be shared in accordance with applicable policies, procedures, and laws.

FORM

Commendation Type

___ Courteous/Act of Kindness ___ Job Well Done ___ Above the Call of Duty ___ Other

Complaint Type

___ Discourteous/Rude/Etc. ___ Bias/Racial Profiling ___ Excessive Use of Force ___ Other

Comment Type

___ Suggestion/Recommendation ___ Other

Your Information

Name: _____

Address: _____

Email Address: _____

Home Number: _____ Cell Number: _____

Incident Information

Date of Incident: _____ Time of Incident: _____

Incident Location: _____

Name and Badge # of Person Being Commended or Complained about:

Name: _____ Badge #: _____

Name: _____ Badge #: _____

Name: _____ Badge #: _____

Witness/Other Involved Person Information

Name: _____

Address: _____

Email Address: _____

Home Number: _____ Cell Number: _____

Name: _____

Address: _____

Email Address: _____

Home Number: _____ Cell Number: _____

