



# 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. Email information is contained on the police department website or you may email the information directly to Captain James Hickey at [jhickey@cityofsebastopol.gov](mailto:jhickey@cityofsebastopol.gov); or to the Chief of police at [rnelson@cityofsebastopol.gov](mailto:rnelson@cityofsebastopol.gov).

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.cityofsebastopol.gov/departments/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. If you do not want to provide any information, or participate in the process, you can still provide information about your complaint. Though it may limit our ability to obtain as much information as possible if we cannot speak to you about the complaint, your complaint will still be investigated.

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

No. 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.

**IMPORTANT**

We value all types of feedback. We especially want to know how we could have done better, or if we did anything wrong, and like any organization we love learning when we did things right. You can provide any feedback without fear of reprisal, retaliation, or harassment. Should you become a victim of any of these things after making a complaint, it is a very serious matter. Please report it to us immediately. It will be investigated and the individual engaging in this behavior, if it is substantiated, will be subject to serious discipline up to and including termination. Your privacy is paramount to us and we will not compromise that.

**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: \_\_\_\_\_



**DO NOT COMPLETE BELOW - For Internal Purposes Only**

\_\_\_\_ Forward for Internal Affairs Investigation

- IA #: \_\_\_\_\_

\_\_\_\_ Resolved by Supervisor

- Supervisor's Name: \_\_\_\_\_ Badge #: \_\_\_\_\_
- Description of Resolution:

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