



**BEAR VALLEY POLICE DEPARTMENT
25101 BEAR VALLEY RD.
TEHACHAPI CA. 93561**



Phone: (661) 821-3239
Fax: (661) 821-0100

To Whom It May Concern:

**RE: POLICY FOR INVESTIGATING CITIZEN COMPLAINTS AGAINST
EMPLOYEES OF THE BEAR VALLEY POLICE DEPARTMENT (COMPLIES WITH
SECTION 832.5 OF THE CALIFORNIA PENAL CODE).**

It is our desire to provide the highest level of police service possible to all citizens. Should you have a complaint against a member of this department, be assured that a complete, impartial investigation will be conducted and if allegations are found to be in violation of policy or law, appropriate action will be taken. In order to complete the investigation, it is often necessary to have the cooperation of the complainant. Therefore, your cooperation is greatly appreciated.

Attached are forms which we request you read, fill out and sign. The form can be mailed to the *Bear Valley Police Department, 25101 Bear Valley Road, Tehachapi, CA 93561, Attention Internal Affairs*. If you do not wish to mail the form, you can hand-deliver the form to the Police Department.

Your complaint will be promptly investigated and the results reviewed by the Chief of Police. You will be notified at the conclusion of the investigation.

**BEAR VALLEY POLICE DEPARTMENT
CITIZEN COMPLAINT FORM**

Crime Report #: _____

Complainant's Name: _____ Date of birth: _____

Address: _____ City: _____ Zip: _____

Phone #: Home _____ Work _____ Other _____

Location of Occurrence: _____ Date/Time: _____

BVPD Personnel Involved: _____
(Employee's Name, Badge if known)

Nature of Complaint:

(Use additional sheets if necessary)

You have the right to make a complaint against a Bear Valley Police Department employee. California law requires this agency to have a procedure to investigate citizen complaints against peace officers. You have a right to a written description of this procedure. This agency may find after investigation that there is insufficient evidence to warrant action on your complaint. In such case, you still have the right to make the complaint and have it investigated if you believe an officer behaved improperly. Citizen complaints and any reports of findings relating to complaints must be retained by this agency for at least five years. Making a complaint against an officer knowing that statements you make are false is a crime (CA Penal Code §148.6)

I have read and understand the above statement.

Complainant's Signature Date: _____

Received by: _____ Date: _____

Copy Given To: _____ Date: _____

Department Use Only:

Authorized: Yes ___ No ___ By: _____ Date: _____
(Chief or designee)

Classification of Investigation

1. Upon conclusion of the investigation, one of the following listed determinations will be made
 - a. UNFOUNDED
Allegation is false or not factual
 - b. EXONERATED
Incident complained of occurred but was lawful and proper
 - c. NOT SUSTAINED
Insufficient evidence either to prove or disprove the allegation.
 - d. SUSTAINED
The allegation is supported by sufficient evidence
2. If the investigation concludes with a finding that the allegation is sustained, then disciplinary will follow according to policy and/or ordinance
3. The party instituting the complaint shall be notified of the results of our investigations.