



CITY OF MANTECA

POLICE DEPARTMENT—OFFICE OF THE CHIEF OF POLICE

TO THE CITIZENS OF THE CITY OF MANTECA:

The Manteca Police Department is committed to providing the community with outstanding police services. In order to achieve this goal, I welcome your comments, suggestions, constructive criticism and valid complaints regarding Department members or matters of Department Policy.

To assist me in this regard, this Citizen Report Form has been prepared. The form can be turned in to any Department member at any time and it will be forwarded to my office for review.

Your issues/concerns will be thoroughly evaluated and/or investigated in accordance with California Penal Code 832.5. I will quickly recognize good performance and initiate appropriate corrective action in matters of employee misconduct when necessary. You will be informed in writing of the results of all investigations conducted and notified when employees have been recognized for their achievements.

If you wish to make your report in person, please come to the main lobby of the Police Department. Alternatively, you may make your report by telephone by calling the Watch Commander at 209-456-8153 where you will have an opportunity to speak with a supervisor. Rest assured that you will be received courteously and that due consideration will be given to your concerns.

If you would like to submit your report in writing, simply complete this form and mail it to the Police Department. If for any reason, you desire confidentiality in your matter of concern, your request will be honored.

Respectfully,

Stephen Schluer, Chief of Police

Investigative Procedure

You may choose to come to the Police Department in person to make your report. You also have the option of making your report telephone, or in writing using this form. You may remain anonymous if you choose.

If you choose to identify yourself, you will be asked to provide the following information:

1. Your name, address, and telephone number.
2. The date, time, and location of the incident in question.
3. The names and telephone numbers of witnesses.
4. The name, address, and telephone number of a police employee.
5. The name, position, or vehicle number of a police employee.
6. Details of the issue that prompted your interest.

A member of the Department will be assigned to contact you.

An investigator will interview all available witnesses, involved department members, and all relevant evidence will be examined.

Each Citizen's report will be evaluated on its own merit. Should your report involve an allegation of improper action by a member or members of this Department, there are five possible findings which will result from the investigations:

1. Sustained: The allegation was supported by evidence.
2. Not Sustained: The allegation could neither be proved nor disproved.
3. Exonerated: The acts were justified, lawful and proper.
4. Unfounded: The allegation was not supported by the evidence.
5. Suspended: There is insufficient information to investigate.

Should the investigation of your report reveal that a violation of laws, rules or procedures was committed by a member of the Department, corrective action will be taken in accordance with appropriate laws, and both City and Department policy. Such actions may include counseling, retraining or discipline against the employee. Upon conclusion of the investigation, you will be notified of the finding by mail.

In Summary.....

As Chief of Police, it is my responsibility to ensure that you receive quality police services. Your report helps me to do this. It can provide the basis for corrective action to be taken when there is a finding of misconduct by a member of the Department. It also provides a process to quickly recognize employees for their unselfish commitment and devotion to duty.

Citizen Report Form

YOUR NAME (First, Middle and Last)												
YOUR ADDRESS (Street Number, Street Name, City, State, Zip Code)												
YOUR HOME TELEPHONE NUMBER	YOUR WORK TELEPHONE NUMBER	YOUR CELL TELEPHONE NUMBER										
DATE FORM COMPLETED	DATE OF INCIDENT/ACTION	TIME OF INCIDENT/ACTION										
LOCATION WHERE INCIDENT OR ACTION OCCURRED												
WITNESS INFORMATION												
NAME	ADDRESS, CITY STATE, ZIP CODE	TELEPHONE NUMBER										
COMPLAINT OR COMMENT DETAILS (If a police vehicle was involved, list name and vehicle number, if known.)												
DOES YOUR COMPLAINT ALLEGE RACIAL OR IDENTITY PROFILING/IF SO, WHAT TYPE? (Check one or more that apply)												
<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Race or Ethnicity</td> <td><input type="checkbox"/> Gender</td> <td><input type="checkbox"/> Religion</td> <td><input type="checkbox"/> Physical Disability</td> <td><input type="checkbox"/> Mental</td> </tr> <tr> <td><input type="checkbox"/> Disability Nationality</td> <td><input type="checkbox"/> Age</td> <td><input type="checkbox"/> Sexual Orientation</td> <td><input type="checkbox"/> Gender Identity or Expression</td> <td></td> </tr> </table>			<input type="checkbox"/> Race or Ethnicity	<input type="checkbox"/> Gender	<input type="checkbox"/> Religion	<input type="checkbox"/> Physical Disability	<input type="checkbox"/> Mental	<input type="checkbox"/> Disability Nationality	<input type="checkbox"/> Age	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Gender Identity or Expression	
<input type="checkbox"/> Race or Ethnicity	<input type="checkbox"/> Gender	<input type="checkbox"/> Religion	<input type="checkbox"/> Physical Disability	<input type="checkbox"/> Mental								
<input type="checkbox"/> Disability Nationality	<input type="checkbox"/> Age	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Gender Identity or Expression									
<i>California Penal Code §13012(a)</i>												

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 civilians' complaints. You have a right to a written description of this procedure. This agency may find after the 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. Civilian complaints and any reports or findings relating to complaints must be retained by this agency for at least five years.

I have read and understood the above statement.

Complainant Signature

Date Signed