

# ALBANY POLICE DEPARTMENT

## COMPLAINT INFORMATION



***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 citizens' complaints. You have a right to a written description of this procedure. This agency may find after 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. Citizen complaints must be retained by this agency for at least five years.***

**A completed form can be dropped off or mailed to the Albany Police Department, 1000 San Pablo Ave, Albany, CA, 94706. It can also be emailed to [albanypolice@albanyca.org](mailto:albanypolice@albanyca.org).**

**When you have a complaint about a police officer or police department employee...**

- Ask to speak to a Police Supervisor.
- Explain your complaint to the supervisor. The supervisor will attempt to identify the exact nature of your complaint and the identity of those involved in your complaint.
- If appropriate, the supervisor may resolve the matter directly.
- If appropriate, the supervisor will initiate the formal complaint process.
- You may file an anonymous complaint.
- You may be asked to complete a Complaint Form.
- You do not have to submit a Complaint Form to initiate a complaint.
- If you need help, you can ask for help in completing your complaint form.
- You are entitled to receive a free copy of your original written complaint.
- You are entitled to receive a copy of the Albany Police Department's Complaint Policy.
- If a formal complaint is initiated, an internal affairs investigator will contact you to discuss your complaint and may want to schedule an interview.
- Once the investigator has interviewed all those involved and gathered all the facts and information concerning your complaint, the matter will be presented to the Chief of Police.
- The Chief of Police will determine whether or not the employee violated any laws, or the rules and regulations of the Albany Police Department.
- If the Chief of Police finds that the employee committed a violation the employee will be disciplined in accordance with departmental policy.
- Upon completion of the matter, you will receive written notification from the Chief of Police within 30 days, regardless of the outcome.
- Your complaint will also be reviewed for indications of ways we can improve our policies, procedures and training.
- Corrective action on a sustained complaint allegation may include one or more of the following:
  - Training
  - Oral Counseling
  - Change of Assignment
  - Documented Counseling
  - Written Reprimand
  - Suspension
  - Demotion
  - Termination
  - Referral for criminal complaint

Albany Police Department  
 1000 San Pablo Ave.  
 Albany, CA 94706  
 510-525-7300



# Complaint Form

Is this complaint about a police *employee* or a police *practice*? \_\_\_\_\_

Did you speak to a supervisor at the Albany Police Department regarding this incident? \_\_\_\_\_

Would you like to speak to a supervisor before making a formal complaint? \_\_\_\_\_

What would you like to have happen as a result of this complaint? \_\_\_\_\_

Check all categories that apply to your complaint:

- |   |   |
|---|---|
| <input type="checkbox"/> Neglect of Duty            | <input type="checkbox"/> Unlawful Search or Seizure                             |
| <input type="checkbox"/> Unreasonable Force         | <input type="checkbox"/> Unlawful Detention or Arrest                           |
| <input type="checkbox"/> Other Improper Action      | <input type="checkbox"/> Improper Operation of a Vehicle                        |
| <input type="checkbox"/> Rudeness/Discourtesy       | <input type="checkbox"/> Excess Police Service or Harassment                    |
| <input type="checkbox"/> Policy/Procedure Violation | <input type="checkbox"/> Bias Based Policing (Racial Profiling, Discrimination) |

**INFORMATION ABOUT YOU**

First Name	Middle Name	Last Name	Date of Birth
Contact Address		City	State ZIP
Phone #1	Phone #2	Other contact information	
Filed on Behalf of (Juvenile/Incapable) Full Name			Date of Birth

**INFORMATION ABOUT THE INCIDENT**

Date of Incident	Time	Location of Incident	Police Report Number
Involved police department employee/s (name, badge #, description or other identifying information)			
Witnesses (Name & Contact Information)			

*Please use the back of this form to describe your complaint.  
 You may ask for assistance in completing this form or for additional paper if needed. You may also contact the Professional Standards Officer with questions at 510-525-7300.*

SUMMARY OF COMPLAINT

Lined area for writing the summary of the complaint.

I have read and understood this statement; the facts contained therein are true and correct to the best of my knowledge.

Complainant's Signature

Date

You will be contacted by a police department representative within seven days of making your complaint. You may withdraw your complaint at any time however; the Chief of Police may continue to investigate if the circumstances warrant further action. A completed form can be dropped off or mailed to the Albany Police Department, 1000 San Pablo Ave, Albany, CA, 94706. It can also be emailed to albanypolice@albanyca.org.

APD Employee Receiving Complaint: \_\_\_\_\_

Date: \_\_\_\_\_

Check box if complainant was provided a copy of complaint.