



CITIZEN COMPLAINT PROCEDURE

About Us

The Fulton-El Camino Recreation and Park District's Park Ranger/Law Enforcement Division was developed for protecting the lives of the citizens who visit the parks we protect as well as the citizens of Sacramento County. This Agency Employs Peace Officers who are dedicated to ensure the safety of all. We act as arbitrators in many different types of cases where we are asked to resolve differences between individuals or groups. Many times the decisions made by our Peace Officers will restrict the freedom and liberty of these persons. Often these decisions materially affect the course of people's lives.

Our Peace Officers are highly trained. They serve with professional pride, and they want you, the citizen, to share this pride. We fully realize that our involvement in complex and often emotionally charged situations may not always result in a level of performance you, the citizen, have grown to expect. For this reason, our Agency has a well-defined procedure for assisting citizens who wish to voice their grievances against our operations, policies, or employee conduct. All investigations are thorough, objective, and are aimed at maintaining public confidence and departmental integrity. The goal is neither to condemn nor to exonerate, but rather to identify and evaluate all the facts surrounding the incident in question.

Complaint Effect on Criminal Prosecution

The investigation within the Fulton-El Camino Recreation and Park District's Park Ranger/Law Enforcement Division of the conduct of its employees, and the District Attorney's prosecution of a criminal case are two entirely separate matters. If a person arrested by one our Peace Officers, files a citizen's complaint against those Officer, such action will in no manner affect the prosecutor's independent decision to proceed with the criminal action.

Legal Advisement and Acknowledgment

The following advisement is required by state law:

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 AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE YEARS.

IT IS AGAINST THE LAW TO MAKE A COMPLAINT THAT YOU KNOW TO BE FALSE. IF YOU MAKE A COMPLAINT AGAINST AN OFFICER KNOWING THAT IT IS FALSE, YOU COULD BE PROSECUTED.

(California Penal Code 148.6)

**Fulton-El Camino
Recreation & Park
District**

2201 Cottage Way
Sacramento, California
95825

Phone: (916) 927-3802
Fax: (916) 927-3805

E-mail:
FEC@fecrecrepark.com

Internet:
www.fecrecrepark.com

I have read and understand the above advisement.

Signature of Complainant

Date

(CCF-1 08/02)

An Independent Special District

Complaint Procedures

Every Citizen has the right to lodge a complaint against a Peace Officer. Initial complaints may be made by telephone. However, it will be necessary that the complainant be available to obtain a Citizen's Complaint form from the investigating Officer and be available for personal interview. Complaint form will only be hand out by the agencies Internal Affairs Investigator. Completed forms may either be hand delivered or mailed in to:

- ❖ Fulton-El Camino Recreation and Park District
Attention: Internal Affairs Investigation Unit
2201 Cottage Way
Sacramento, CA 95825
Telephone: (916) 927-3802 Ext. 155

What Happens Next

When a complaint is received by the Office of Internal Affairs, a thorough investigation will be conducted. Upon completion of the investigation, all findings are directed through the Chief of Law Enforcement Services with respective recommendations. If needed, the Chief of Law Enforcement services will then meet with the District's Security Committee of the Board of Director for final decision.

Other Contacts

In all cases, the citizen making the complaint is informed of its final disposition to the extent allowed by the law. Although department investigators will exert every effort to determine the facts of each situation, in those instances where the citizen feels that a proper investigation has not been conducted, the Sheriff's Department urges that person to seek further recourse through any of the outside agencies listed below.

- SACRAMENTO COUNTY DISTRICT ATTORNEY'S OFFICE
901 G STREET
SACRAMENTO, CA 95814
TELEPHONE: (916) 874-6218
 - CALIFORNIA DEPARTMENT OF JUSTICE
4949 BROADWAY
SACRAMENTO, CA 95820
TELEPHONE: (916) 227-3244
 - FEDERAL BUREAU OF INVESTIGATION
4500 ORANGE GROVE AVENUE
Sacramento, CA 95841
Telephone: (916) 481-9110
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CITIZEN COMPLAINT FORM

FOR OFFICIAL USE ONLY

FILE NO.

REPORTING PERSON (LAST, FIRST, MIDDLE NAME)	RACE	SEX	DOB (mm/dd/yy)	SSN
RESIDENCE ADDRESS (ADDRESS AND ZIP CODE)				TELEPHONE
BUSINESS OR SCHOOL				TELEPHONE

VICTIM OF ALLEGED INCIDENT

VICTIM (LAST, FIRST, MIDDLE NAME)	SAME <input type="checkbox"/>	DOB (MM/DD/YY)	AGE	ARRESTED <input type="checkbox"/> YES <input type="checkbox"/> NO
RESIDENCE ADDRESS (ADDRESS AND ZIP CODE)		TELEPHONE		ATTORNEY OR REPRESENTATIVE
BUSINESS OR SCHOOL		TELEPHONE		TELEPHONE NO.

NAME OF EMPLOYEE (IF KNOWN)

NAME	DIVISION	RANK	BADGE	CAR NO.	DESCRIPTION
NAME	DIVISION	RANK	BADGE	CAR NO.	DESCRIPTION
NAME	DIVISION	RANK	BADGE	CAR NO.	DESCRIPTION

WITNESSES

NAME	ADDRESS	TELEPHONE
NAME	ADDRESS	TELEPHONE
NAME	ADDRESS	TELEPHONE

DETAILS OF COMPLAINT OR CRITICISM: IT IS IMPORTANT TO INCLUDE AS MANY FACTUAL DETAILS AS POSSIBLE SO THE INCIDENT MAY BE FULLY INVESTIGATED. PLEASE USE REVERSE SIDE OF THIS FORM, IF NECESSARY.

TIME AND DATE OF INCIDENT	LOCATION OF INCIDENT	CRIME REPORT NO.
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I CERTIFY THESE STATEMENTS TO BE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF:

SIGNATURE OF REPORTING PERSON	SIGNATURE OF PARENT/GUARDIAN (IF UNDER 18 YEARS OLD)
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PHOTOGRAPH(S) ATTACHED? YES NO IF YES, NUMBER OF PHOTOGRAPHS _____

SIGNATURE OF PERSON RECEIVING COMPLAINT	BADGE NO.	DIVISION	TELEPHONE	DATE/TIME RECEIVED
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