



A Message from the Chief of Police:

It is part of the mission of the College of Marin Police Department to enhance the educational process by providing a safe and secure environment. We welcome all comments from our community on the effectiveness of our services and the manner in which we deliver those services. We value your feedback and encourage members of our community to take the time to compliment our officers and staff when they are particularly pleased with our service as well as notify us when those services are anything less than completely professional and helpful in nature. For minor complaints, we encourage you to speak directly with an employee's immediate supervisor. For more serious complaints, or when for any reason you would prefer to write the complaint or have it documented, this "Citizen Complaint Form" may be utilized. You may print and mail it to our Department or deliver it to any police supervisor on duty. Submissions may also be anonymous.

The Department is committed to a fair, impartial review of all complaints regarding our procedures or the conduct of our employees. California Penal Code section 832.5 sets forth that all California law enforcement agencies shall develop a procedure to investigate complaints made by a member of the public against a peace officer. All complaints will be taken seriously and investigated thoroughly. Corrective action will be taken when warranted. State personnel law requires that the actual discipline remain confidential.

If you wish to file a written complaint, please complete the form on the next page. You must use Adobe Acrobat Reader (free at get.adobe.com/reader/) or Adobe Acrobat to fill out the form. For best results, do not fill it out within your browser. Download this form to your computer, open in Acrobat, fill and sign the form, and press the Send button to send the form via email. To sign the form in Acrobat, choose **Tools > Fill & Sign** or choose **Fill & Sign** from the tool panel, then choose **Sign yourself** and follow the on-screen instructions.

If you file this complaint in person, you may simply ask for the supervisor on duty. If you wish to mail the complaint, print, sign, and mail to:

College of Marin Police Department
John Adams, Interim Chief of Police
835 College Avenue
P.O. Box 521
Kentfield, CA 94914
Supervisor line: 415.485.9467



CITIZEN COMPLAINT FORM

I. PLEASE ENTER THE FOLLOWING:

First Name _____ Middle _____ Last _____
 Street Address _____ City _____ Zip _____
 Home/Cell Phone _____ Email _____

II. WITNESS INFORMATION:

Name _____
 Address _____ Phone _____
 Name _____
 Address _____ Phone _____

III. EMPLOYEE(S) INVOLVED:

Name _____ Badge # _____ Description _____
 Name _____ Badge # _____ Description _____
 Date and time of occurrence: Date _____ Time _____ ☐ AM ☐ PM
 Location of Occurrence: _____

IV. DESCRIPTION OF EVENT(S):

Please state your complaint and any information that would help in investigating your complaint:
 (Please attach additional pages if necessary)

Signature _____ Date _____

See signing instructions on page 1.

I ATTEST THAT THE ABOVE STATEMENT IS TRUE TO THE BEST OF MY KNOWLEDGE

FOR DEPARTMENT USE ONLY

Department Supervisor Receiving Written Comments:

Date received

Time received