



Police Department
333 Olympic Drive
Santa Monica, California 90401

Officer [unclear] at

Timothy J. Jackman
Chief of Police

Phillip Sanchez
Deputy Chief of Police

Captains
Wendell Shirley
Jacqueline Seabrooks
Mark Smiley

CITIZEN COMPLAINTS AGAINST DEPARTMENT PERSONNEL

1. Policy Statement

You have the right to make a complaint against a member of the Santa Monica Police Department for any improper conduct. California law requires this agency to have a procedure to investigate citizens' complaints. You have the 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 that a member of this department behaved improperly. Citizen complaints and any reports or findings related to complaints must be retained by this agency for at least five years. The Santa Monica Police Department will investigate all alleged acts of misconduct on the part of any member of the Police Department.

2. Who Receives Complaints

Complaints may be made to the Watch Commander or any other supervisor of the Department.

3. How Complaints are Received

- A. Complaints may be received in person, by telephone or letter.
- B. Complainants are encouraged to submit their complaints in person, whenever possible, in order that a complete report may be obtained as soon as possible after the incident.
- C. Complainants under the age of 18 must give the report in the presence of a parent or guardian.

4. Investigation of Complaint

- A. A department representative will interview complainants, suspects, possible witnesses, and all other persons connected with the incident and prepare a report of his findings.
- B. The written report will be forwarded to the concerned Office Commander.
- C. The complete investigation will be submitted to the Chief of Police for evaluation and any action deemed necessary.

5. Disposition

You will be notified when the complaint process has been completed.