

PERSON MAKING COMPLAINT

Last Name	First Name	Middle Name	Date Of Birth
Address		City	State Zip Code
Daytime Phone	Home Phone	Cell Phone	

INCIDENT DATE & TIME

Date of Incident	Time of Incident
Report Number If Known _____	

INVOLVED EMPLOYEE(S)

Employee Name	Badge #	Vehicle #
Employee Name	Badge #	Vehicle #
Employee Name	Badge #	Vehicle #

WITNESS (ES): Check This Box If There Are No Witnesses

Last Name, First Name, Middle Name	Date of Birth	Daytime Phone
Address, City, State, Zip Code	Home Phone	Cell Phone
Last Name, First Name, Middle Name	Date of Birth	Daytime Phone
Address, City, State, Zip Code	Home Phone	Cell Phone

NATURE OF COMPLAINT: (Please provide a general statement of the nature of your complaint)

COMPLAINT STATEMENT: (Please describe the events leading to your complaint. Attach additional pages as necessary)

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, the Officer may bring civil action against you under Civil Code § 47.5.

Complaint's Signature

Check This Box If There Are Additional Pages Attached

What We Need to Know

You may make a complaint at the Police Department. Complaints can be made anonymously. You are asked to simply tell us what happened. Providing the following information, when available, will help the Police Department conduct its investigation:

- Your name, address and telephone number.
- The date and time of the incident, you are complaining about.
- The names of any witnesses and their addresses and telephone numbers.
- If an arrest is involved, the name, address and telephone number of the arrested person.
- If the incident involves a police officer, the name, badge number and/or car number of the officer.
- Details of the incident or action, which prompted your complaint.

Individuals who make a complaint, and provide their name, will be contacted by an investigator who may ask clarifying questions to help with the investigation of the complaint.

If you require assistance in filling out this form, you may contact the Union City Police Department at (510) 471-1365.

Complaint by Member of the Public

You are entitled to make a complaint against a police officer, or any member of the Union City Police Department, for any improper conduct.

California State law requires the Union City Police Department to maintain a procedure to investigate complaints made by members of the public. You are entitled to a written description of this procedure. The Union City Police Department may, after a complete investigation, find there is not enough evidence to warrant action on your complaint. Even if this determination is made regarding your complaint, you are still entitled to make a complaint and have it investigated if you believe an officer or any member of the department, behaved improperly.

Additional copies of this brochure are available by calling (510) 471-1365 or by stopping by at City Hall, the Police Department or any City Facility.

The Union City Police Department
Welcomes Your Suggestions & Criticism

The Union City Police Department exists to help you. If you have a concern about police procedures or interference with your Constitutional rights by police personnel, please let us know.

One task of the UNION CITY POLICE DEPARTMENT is to impartially investigate all complaints.

COMPLAINT PROCEDURE

If you have a complaint, call, write, send an email or facsimile or come in person to...

Chief of Police
Union City Police Department
34009 Alvarado-Niles Road
Union City, CA 94587-4497

Completed Forms May Be Emailed To:

UCPD-Compliments/Complaints@UnionCity.Org

A complaint may be made at any time of day or night to any police supervisor or at the police department. Your complaint will be forwarded to the Chief of Police for investigation.

Persons under eighteen years old who wish to make a complaint should be accompanied by a parent or guardian.

1. The complaint is made to the Police Department.
2. The complaint is reviewed by the Chief of Police and assigned for investigation.
3. The assigned investigator interviews witnesses and gathers all evidence and information pertaining to the complaint.
4. The completed investigation is forwarded to the Chief of Police with findings and recommendations.
5. The Chief of Police reviews the investigation and if the complaint is sustained, institutes corrective measures.
6. The Chief of Police forwards the findings of the investigation to the City Manager.

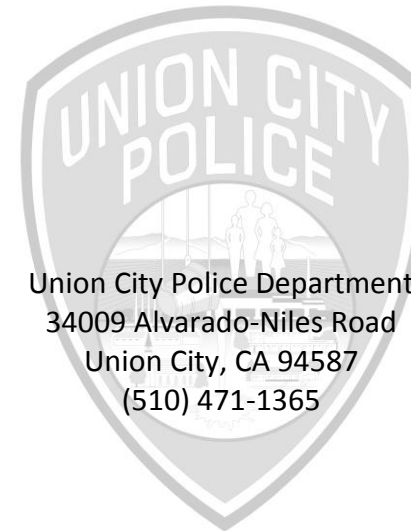
What happens if you are not satisfied with the results of the investigation?

We sincerely hope this will never occur. If it does, you may appeal the finding to...

Chief of Police
34009 Alvarado-Niles Rd.
Union City, CA 94587
(510) 471-1365 Fax: (510) 471-5974

Attorney General of California
1300 "I" Street
Sacramento, CA 95814
(916) 445-9555

United States Department of Justice
United States Attorney
1301 Clay Street, Suite 304-S
Oakland, CA 94612
(510) 637-3680



Union City Police Department
34009 Alvarado-Niles Road
Union City, CA 94587
(510) 471-1365

What to Do When You Have a Complaint about the Union City Police



UNION CITY POLICE DEPARTMENT

The members of the Union City Police Department are committed to four principles of excellence:

- COMMUNITY ENGAGEMENT
- OPERATIONAL EFFICIENCY
- PROFESSIONALISM
- PRIDE

MISSION

Working with our community to provide public safety with integrity, honor and professionalism.

VISION

We work in partnership to improve our community while recognizing the dedication and service of our employees.

To do this, we pledge to develop and maintain active partnerships with the community.