

***FORMAL/INFORMAL PROCESS***  
**Statement to Complainant**

You have two options on how to proceed with your complaint.

**Option #1 is the Formal process.** This process allows for an investigation into the incident by a Staff Officer, or the officer's chain of command. Your case will be assigned to an investigator, who will collect evidence and conduct interviews of the officers and any witnesses. If the complaint is sustained, the officer will be subject to discipline. Once the investigation is completed, you will be notified by mail of the results. This process may take several months to complete.

**Option #2 is the Informal Supervisor Review.** This process allows for an immediate handling of your complaint by the supervisor of the involved officer. I will contact the supervisor and provide him or her with the details of your complaint. The supervisor will then be instructed to immediately review your complaint with the officer and provide the appropriate training or counseling to prevent any further misconduct. At the completion of this process, you may be contacted by the supervisor if you so choose.

**REPORTS OF CRIMINAL MISCONDUCT** that are later found to be false and are intentionally and maliciously made may result in a criminal charge of making a false police report<sup>1</sup>, if such a police report is taken.

The subject officer may also take civil action against you if it is later determined that you knowingly made any false complaint out of "spite, hatred, or ill will."<sup>2</sup>

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<sup>1</sup>See §148.5 Penal Code

<sup>2</sup>See §47.5 Civil Code

