A Letter From the Chief of Police

Students, Faculty, Staff and Visitors
of Cal State L. A.

The California State University Police Department seeks to serve you satisfactorily and the officers of this agency have the same authority and obligations as any other police department in the State of California. In order to better serve you, we welcome all your commendations, suggestions, constructive criticism or complaints that you have regarding either procedures or personnel. Commendations will be included in the performance evaluation of the department member and shared with staff as appropriate. All suggestions will be reviewed and given consideration. All complaints will be investigated thoroughly and appropriate corrective action taken when warranted.

If you wish to submit a commendation, suggestion or complaint, you may come to the University Police Department or call [323] 343-3700. If you would prefer to communicate this information directly to me, please complete this form. Provide as much detail as possible, fold and mail. You should also know that anonymous complaints will be investigated as well.

We appreciate your comments as they assist us in providing the highest quality service to the members of our community.

Sincerely,



Chief of Police
University Police Department
California State University, Los Angeles

University Police Department

California State University, Los Angeles
Commendation, Suggestion, or Complaint

Name (First, Middle, Last)	Home Phone Number	Business Phone Number
Address (street, city, zip code)		
Witness Name	Witness Address	Witness Phone Number
Witness Name	Witness Address	Witness Phone Number
Employee Involved [name or description]		Date & Time of Occurrence
Location of Occurrence		

Description of event(s): Please attach additional pages as necessary.

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 citizen's complaints. You have the 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 a 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 You should also be aware that if you knowingly and maliciously make a false complaint of misconduct against an officer, that the officer may seek monetary damages from you in a civil lawsuit. [Civil Code 47.5.]

I have read and understand the above statement.

_____ _____

Signature of Person Completing Form **Date**

Department Use ONLY – RECEIVED BY:	**Date & Time Received:**