



MONROVIA

POLICE DEPARTMENT

Complaint Process and Form

COMPLAINT PROCESS

How do I file a complaint?

Any person may make a complaint concerning the conduct of a police department employee by speaking with a supervisor or manager. Some community members' concerns may be of a minor nature and can be addressed by a supervisor in an informal way. Concerns or complaints of a more serious nature will warrant a formal investigation. A person may initiate a formal investigation by filling out this form and delivering it to the Monrovia Police Department or by addressing a letter with their concern or complaint to:

Chief of Police
Monrovia Police Department
140 E. Lime Avenue
Monrovia, CA 91016

What happens next?

Once a formal complaint is received by the Chief of Police, it will be assigned for investigation. A thorough investigation will be conducted and will many times include an interview of the person making the complaint in order to obtain all relevant information. The investigation will include interviewing those individuals who may be witnesses to the incident and the collection of evidence when appropriate.

If it is determined that the employee's conduct was criminal in nature, the case will be forwarded to the District Attorney's Office for consideration on filing criminal charges. If it is determined that the employee's conduct was a violation of department policy, they will receive discipline through the department's disciplinary procedures. If it is determined that the employee's conduct was appropriate, based on the circumstances, no disciplinary action will be taken.

MESSAGE FROM THE CHIEF OF POLICE

The goal of the Monrovia Police Department is to ensure that community members receive professional police service in an efficient and effective manner by highly trained police officers and civilian employees. To assist in achieving this goal; you can help by letting us know when you are not satisfied with our service. Rest assured that your complaint will be thoroughly investigated in order to arrive at all the pertinent facts, which will either substantiate the complaint or clear the officer's name, whichever is appropriate.

Your cooperation and detailed information is necessary and appreciated by the police department.

Sincerely,

Alan Sanvictores
Chief of Police

Monrovia Police Department
140 E. Lime Ave.
Monrovia, CA 91016
Phone: (626) 256-8000
Fax: (626) 256-8025

MONROVIA POLICE DEPARTMENT PERSONNEL COMPLAINT

Date/Time Request: _____ Complainant's Name: _____

Home Address: _____ Residence Telephone: _____
 _____ Business Telephone: _____
 _____ Cell Telephone: _____

Type of Alleged Complaint (Check any box that applies):

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Non-criminal | <input type="checkbox"/> Racial or Ethnicity Profiling | <input type="checkbox"/> Gender Identity Profiling or Expression |
| <input type="checkbox"/> Criminal | <input type="checkbox"/> Nationality | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Felony | <input type="checkbox"/> Gender | <input type="checkbox"/> Mental Disability |
| | <input type="checkbox"/> Age | <input type="checkbox"/> Physical Disability |
| | <input type="checkbox"/> Religion | |

Location of Occurrence: _____
 Date of Occurrence: _____
 Time of Occurrence: _____
 Officer(s) Involved: _____

Witness(es):	Residing Address(es):	Res Telephone:	Cell Phone:

Details of complaint or allegations (in complainant's own handwriting):

Complainant's Signature: _____
 Date: _____ Time: _____