

FOSTER CITY POLICE DEPARTMENT
COMMUNITY MEMBER/POLICE CONTACT
INVESTIGATION PROCEDURES

It is important to document positive and negative contacts that community members have with the Foster City Police Department. The input assists in addressing favorable and unfavorable contacts with Department staff and to provide the best police service possible.

The attached form may be used to report a favorable or unfavorable contact you experienced with a member of the Foster City Police Department. Please provide accurate and factual details so your contact information can be properly processed. This form complies with Section 832.5 of the Penal Code. The following is our investigative procedure for complaints:

1. To report a contact, you may submit this form in person, by telephone, by email or by mail.
 - a. At the front counter of the Foster City Police Department, ask for the watch commander
 - b. By telephone, call 650-286-3300 and ask for the watch commander
 - c. Attach this form and email it to Policechief@fostercity.org
 - d. By mail, send this form to:

Police Chief Tracy Avelar
1030 East Hillsdale Blvd.
Foster City, CA 94404

2. When the Foster City Police Department receives the contact form, it is immediately forwarded to the Chief of Police to determine the appropriate level of investigation.
3. Every effort will be made to complete the investigation promptly and within the one year allowed by State law (Gov. Code 3304). However, a time extension can be granted for exceptions (Gov. Code 3304 d or 3508.1).
4. The investigative report is reviewed by the captain overseeing the investigation and forwarded to the Police Chief with the findings and recommendations. The Police Chief reviews the findings and determines the corrective action to be taken.
5. Once the investigative and administrative processes are completed, you will be notified of the findings within 30 days. Any sustained finding will lead to the appropriate disciplinary action.

COMMUNITY MEMBER/POLICE CONTACT REPORT

REPORTING PERSON _____ AGE _____ HOME PHONE _____

HOME ADDRESS _____ BUSINESS PHONE _____

NAME OF VICTIM (IF OTHER THAN REPORTING PERSON) _____

HOME ADDRESS _____

HOME PHONE _____ BUS. PHONE _____

IF CONTACT IS NECESSARY, WOULD YOU PREFER TO BE CONTACTED AT HOME () OR
WORK ()?

AGE _____ DATE & TIME OF INCIDENT _____

LOCATION OF INCIDENT _____

NAME, ADDRESS & PHONE NO. OF WITNESS(ES) TO ALLEGED INCIDENT:

DESCRIPTION OF INCIDENT (BRIEFLY DESCRIBE WHAT TOOK PLACE - MAY CONTINUE ON
BACK) _____

SIGNATURE OF PARENT/GUARDIAN (IF REPORTING PERSON IS UNDER AGE 18)

DATE & TIME _____

SIGNATURE OF EMPLOYEE RECEIVING THIS REPORT _____

DATE RECEIVED: _____

BADGE # _____

***Penal Code Sections 148.6 states:* 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 citizens' complaints. You have a 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 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.**

It is against the law to make a complaint that you know to be false. If you make a complaint against an officer knowing it is false, you can be prosecuted on a misdemeanor charge.

I HAVE READ AND UNDERSTOOD THE ABOVE STATEMENT.

REPORTING PERSON

DATE