

COMMENDATIONS

Everyone enjoys receiving recognition for their efforts. Commendations, either verbal or written, are one of the best ways to let someone know that you appreciate their work. A commendation for an employee of the Cotati Police Department is most often sent to the Chief of Police. You may also advise the employee's supervisor or Watch Commander. Your comments can be made in person, by telephone or by using the form in this pamphlet.

A commendation may address any event that you deem noteworthy on the part of an employee whom you believe should be recognized. This may range from the display of unusual courtesy or compassion to significant life-saving measures or heroic acts. We are interested in hearing about your observations of any commendable act or behavior.

All commendations are formally documented and the affected employee(s) will be notified.

A commendation takes only a few minutes to write or communicate. It can go a long way to let the personnel of the Cotati Police Department know how you feel about them and their service.

Use this form or send your letter to:
Chief of Police
Cotati Police Department
203 West Sierra Avenue
Cotati, CA 94931

Chief Michael Parish
Cotati Police Department
203 West Sierra Avenue
Cotati, CA 94931

From:

Stamp

CITY OF COTATI POLICE DEPARTMENT



Citizen Commendation and Complaint Procedure

CPD 93-002 (Rev. 6/2006)

PERSONNEL COMPLAINTS

All police departments in the State of California are required by law to have a process by which a citizen may make a complaint against police personnel. The information in this pamphlet will assist anyone who has occasion to make a complaint against any member of the Cotati Police Department. Here are some of the questions we frequently encounter regarding our complaint procedure and processes.

WHAT IS A CITIZEN'S COMPLAINT?

There are two types of personnel complaints. The first is an informal complaint. This complaint is normally handled by the employee's supervisor for minor concerns and is brought to the employee's attention by the supervisor.

The second type of complaint is the formal complaint. This is for more serious types of issues. The formal complaint is lodged with the employee's supervisor, Watch Commander or Chief of Police.

WHO CAN MAKE A COMPLAINT?

A personnel complaint may be made by anyone. However, if the complainant is under the age of 18, we require the complainant to be accompanied by a parent or an adult.