



# SEBASTOPOL POLICE DEPARTMENT

6850 Laguna Park Way, Sebastopol, CA 95472

Telephone: (707) 829-4400 • Fax: (707) 829-0967 • City Hall: (707) 823-1153

*Jeffrey D. Weaver*  
*Chief of Police*

Dear Concerned Citizen:

We believe that a relationship of confidence and trust with the public is essential to effective law enforcement. Public safety employees must be free to exercise their best judgment and to initiate law enforcement action in a reasonable, lawful and impartial manner without fear of reprisal. So, too, our employees have a special obligation under the laws of this State and the Constitution of the United States to meticulously respect the rights of all persons.

We acknowledge our responsibility to establish complaint and disciplinary procedures which will subject public safety employees to corrective action when they conduct themselves improperly, but also to protect them from unwarranted criticism when they discharge their duties properly. To this end, we welcome constructive criticism of the department, its procedures, and valid complaints against its members.

Any member of the public who is aware of misconduct by a member of the department may file a "Public Complaint". The complaint may be made at any time to any supervisor of the department. Complaints of misconduct will be accepted and recorded on a "Public Complaint" form available at the Police Department and City Hall. A copy of your statement will be given to you at the time you file a complaint. Persons under 18 years of age may make complaints, but we ask that a parent or guardian be present when a formal complaint is filed.

The person receiving the complaint will ask you to provide as much information as possible. The complaint will then be investigated in a timely, professional manner by a department supervisor. The investigation consists of taking formal statements from all persons concerned and the collection and preservation of any physical evidence or other information related to the incident. Each allegation is examined on its own merit in an objective manner.

The Chief of Police will determine whether or not the involved public safety employee should be disciplined, or whether the involved policy or procedure should be modified.

Generally, complaints will not be accepted from persons who are intoxicated. This is not designed to discourage complaints, but rather, to ensure that all facts and circumstances are accurately recorded. Persons who are intoxicated at the time they wish to file a complaint will be recontacted at a later time for the filing of the complaint.

You should also understand that if you knowingly make false accusations, you may be liable to civil recourse under the law. You may also be asked to submit to a polygraph examination as part of the investigation, but you cannot be compelled to take a polygraph examination as part of this investigation. Information provided by the complainant, including name, address, and phone number, may be subject to full disclosure pursuant to court proceedings called a "Pitchess Motion".

If it is determined that the officer acted improperly, he or she will be subject to discipline by the department. If the officer's actions were criminal, the matter will be referred to the office of the District Attorney. Each person who complains will be notified of the disposition of the complaint in writing within 30 days of the disposition of the complaint.

Very Truly,

JEFFERY D. WEAVER, Chief of Police

# City of Sebastopol

City Hall  
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Sebastopol, Ca 95472  
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MAYOR  
Sarah Gurney

CITY MANAGER  
David D. Brennan

CITY CLERK/PROGRAM MANAGER  
Mary C. Gourley

CITY COUNCIL  
Linda Kelley, Vice Mayor  
Lary Robinson  
Kathleen Shaffer  
Guy Wilson

## CITIZEN COMMENT FORM

\_\_\_\_\_ Comment      \_\_\_\_\_ Complaint      \_\_\_\_\_ Commendation

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Business Telephone Number: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Name of other identifying aspect of City Employee (if appropriate): \_\_\_\_\_

Other persons who should be contacted:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

### Comments

(Please be as specific as you can and use additional pages if necessary)

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We appreciate your comments. If you wish to direct them to a specific City official, please indicate who that person is:

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