



Eureka Police Department
604 C Street
Eureka, California 95501
(707) 441-4060



April 24, 2007

Dear Citizen:

A relationship of trust and confidence between employees of the Eureka Police Department and the community of Eureka, which they serve, is essential. As it is the absolute right of all citizens to initiate a complaint proceeding, you are hereby provided with a form to be completed for this purpose.

When you have completed this complaint form and have returned it to an employee of the police department, you will be given a copy of your complaint. A thorough investigation will then be made of all of the evidence contained in your complaint. You may be asked to provide additional information during the investigation process. This request will be made by an investigative officer, whom I have appointed.

As soon as the facts are known, a complete report will be made for my personal review. I will then make a determination regarding the validity and seriousness of the allegation. You will be notified in writing of such a determination. Should an employee be found to have conducted himself, or herself, in an unjustified, unlawful, or improper manner, appropriate disciplinary action will result.

It must be noted that this complaint procedure cannot be used to establish your guilt or innocence in any pending criminal proceeding. Although your complaint will be accepted from you, no formal determination will be made while criminal action is pending. Further, you may not utilize this complaint procedure if you disagree with any law, ordinance, or established policy or procedure of the City of Eureka, or its police department, if the employee who is the subject of your complaint was complying with such law, ordinance, policy or procedure.

Although you have my personnel assurance that your complaint will be given a fair and impartial hearing, if you feel that the nature of your complaint requires further inquiry, you should contact:

1. The Federal Bureau of Investigations – Cases involving violation of civil rights;
2. The California State Attorney General;
3. The Humboldt County District Attorney;
4. Your personal attorney.

Sincerely,

Garr Nielsen

Chief of Police

Attachment: Complaint Form



Citizen Report



Reference Number _____

Your name: _____

Home address: _____

Home phone: _____

Work address: _____

Work phone: _____

Name(s) or badge number(s) of involved employees: _____

Date of occurrence: _____ Time of occurrence: _____ AM or PM

Place of occurrence: _____

Names, addresses, and phone numbers of all known witnesses:

1. _____

2. _____

3. _____

4. _____

STATEMENT OF ALLEGATION:

Describe in your own words what occurred, including all incidents leading up to the matter of your complaint.

