

CAL POLY HUMBOLDT

UNIVERSITY POLICE DEPARTMENT



A Message from the Chief of Police

It is part of the mission of the Cal Poly Humboldt Police Department to deliver quality service to our community in an effective, responsive and professional manner. We welcome all comments from our community on the effectiveness of our services and the manner in which we deliver those services. For minor complaints, we encourage you to speak directly with an employee's immediate supervisor. For more serious complaints, or when for any reason you would prefer to write the complaint or have it documented, this "Service Feedback Form" may be utilized. You may e-mail us, fax it, or deliver it to any supervisory officer on duty. Submissions may also be made anonymously.

The Department is committed to a fair, impartial review of all complaints regarding our procedures or the conduct of our employees. California Penal Code section 832.5 sets forth that all California law enforcement agencies shall develop a procedure to investigate complaints made by a member of the public against a peace officer. All complaints will be taken seriously and investigated thoroughly. Corrective action will be taken when warranted. State personnel law requires that the actual discipline remain confidential. Normally, all complaint investigations are completed within thirty (30) days of the receipt of the complaint. Complainants will be notified in any situation that requires investigation beyond a period of thirty days.

Employee misconduct by police department employees is defined as: the commission of a crime, the neglect of duty, a violation of the Department rules and regulations, operating policies and procedures and/or conduct which may tend to reflect unfavorably upon the employee or the Department. If you wish to file a written complaint, please complete the form. You may add additional sheets of paper if you wish. If you file this complaint in person, you may simply ask for the supervisor on duty. If you wish to mail the complaint or fax it, please utilize the following contact information:

E-mail: hsupd-complaint@humboldt.edu

FAX: (707) 826-4637

IN PERSON: Cal Poly Humboldt Police Department
Student Business Services Building – First Floor
1 Harpst Street
Arcata, CA 95521

Notice to Complainant

To assist you in preparing and processing your complaint against an employee of the Humboldt State University Police Department, you may be assisted by a member of the Humboldt County Humans Rights Commission. You can contact the Human Rights Commission at 707-269-2548.

Additionally:

- You may request the assistance of staff in completing this form.
- You can make a verbal complaint to any member of the department in person or by phone.

Public Complaint Form

Name (First, Middle, Last), Home Phone Number, Business Phone Number:

Address (Street, City, and Zip Code):

Witness Name, Witness Address, Witness Phone Number:

Witness Name, Witness Address, Witness Phone Number:

Employee(s) Involved (Name, Badge Number or Description):

Date & time of occurrence:

Location of occurrence:

Description of event(s): Please state your complaint and any information that would help in investigating

your complaint: (Please attach additional pages if necessary)

I attest that the above statement is true to the best of my knowledge.

Signature of Complainant: _____

For Department Use Only: (To be completed by Supervisor Receiving Form)

Department Supervisor Receiving Written Comments: _____

Date Received: _____ Time Received: _____