



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



February 1, 2008

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 personal 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), badge number(s) or description 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.

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STATEMENT OF ALLEGATION(S) CONTINUED:

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**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 CITIZEN'S COMPLAINTS. YOU HAVE A RIGHT TO A WRITTEN DESCRIPTION OF THIS PROCEDURE. THIS AGENCY MAY FIND AFTER 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 LEASE 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 THAT IT IS FALSE, YOU CAN BE PROSECUTED ON A MISDEMEANOR CHARGE.**

Complainant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date and time complaint received: \_\_\_\_\_

Person(s) receiving complaint: \_\_\_\_\_

\_\_\_\_\_

This form is to be submitted to the:

**Eureka Police Department  
604 C Street  
Eureka, CA 95501**

Note: If you require this statement translated in another language, please notify the clerk.  
Noticia: Si usted requiere este documento en otro idioma, por favor notifique a la recepcionista.