



UNIVERSITY POLICE DEPARTMENT
CALIFORNIA STATE UNIVERSITY, MONTEREY BAY
100 Campus Center, Valley Hall 82-F, Seaside, Ca. 93955
831.582.3360 Fax: 831.582.3384

Citizen Complaint Investigation Procedure

The California State University, Monterey Bay (CSUMB) Police Department believes that a relationship of confidence and trust with the public is essential to effective law enforcement. Police officers 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, enforcers of the law have a special obligation to respect meticulously the rights of all persons.

The Department acknowledges its responsibility to establish a system of complaint and disciplinary procedures, which will subject officers to corrective action when they conduct themselves improperly.

To this end, the CSUMB Police Department welcomes from citizens constructive criticism of the Department and valid complaints against its employees and procedures.

Any citizen who feels he or she has been the victim of misconduct by an employee of the Department may file a Citizen Complaint. The complaint may be made at anytime to any employee of the Department, but usually will be referred to a supervisor. Complaints of misconduct will be accepted and recorded on a Citizen Complaint form available at the Department. A copy will be given to you.

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. The investigation consists of taking formal statements from all persons concerned and the gathering and preservation of any physical evidence or other information related to the incident. Each allegation is examined on its own merits in an objective manner. Generally, complaints will not be accepted from persons who are intoxicated.

The employee's supervisor or a command officer will examine the investigation and make a recommendation to the Police Commander or the Interim Police Commander.

Please return completed complaint form to:

Interim Commander Daniel Andrada
100 Campus Center, Valley Hall Building 82F
Seaside, CA 93955

Daniel Andrada
Interim Commander