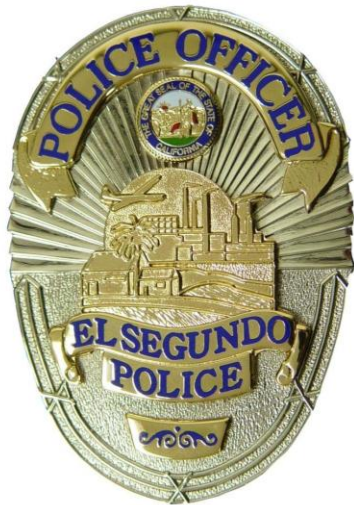


Civilian Report Procedure



**The El Segundo
Police Department
welcomes you:**

- Complaints
- Constructive Criticism
- Commendations
- Suggestions
- Information

**In the interest of
better Law Enforcement.**

348 Main Street
El Segundo, CA 90245
310-524-2200

Working Together To Meet Our Community Needs

To the residents of the City of El Segundo:

As your Chief of Police, I am committed to providing the highest level of quality law enforcement possible. Therefore, I welcome your comments, suggestions, constructive criticism, commendations, and complaints regarding actions or inactions by department members or matters of department policy.

To assist me in this regard, the "Civilian's Narrative Report" form has been created. This report form can be given to any Department member at any time on any day of the week and it will be forwarded to me personally.

Each complaint will be thoroughly investigated and I will take appropriate corrective action as necessary. If you have provided your personal contact information, you will be informed of the disposition of your complaint.

Any commendation of Department employees will result in appropriate recognition of the employee.

Should you care to make your report in person, you may come to the police station located at 348 Main Street in El Segundo.

Should you desire to complete your report in writing, you may mail or bring the Civilian's Narrative Report form to the same address. You can be assured you will be treated with courtesy and professionalism, and thorough consideration will be given to your concerns.

I hope you will feel free to express yourself on any matter which you feel should be brought to my attention.

Each civilian's report will receive my personal attention as I recognize the first responsibility of Department members is to serve and protect our residents.

Sincerely,

A handwritten signature in black ink, appearing to read "Saul Rodriguez".

**Saul Rodriguez
Chief of Police
City of El Segundo**

INVESTIGATIVE PROCEDURE

You may choose to come to the Police Department to make your civilian report as experience has indicated that it is most desirable to obtain information during a personal interview. Additionally, you have the options of making your civilian report by telephone or in writing utilizing the Civilian's Narrative Report form, and you have the option of remaining anonymous.

If you desire to identify yourself, you will be asked to provide the following information:

1. Your name, address, and telephone number;
2. If a specific incident is involved, the date, time, and location of that incident;
3. The names of any possible witnesses and telephone numbers, if available;
4. If the incident involves an arrest: the name, address, and telephone number of the individual arrested, if available;
5. If the incident involves a member of the department, his/her name, position in the department, and car number, if available;
6. Details of the subject matter which prompted your interest;
7. In some circumstances, you may be asked to cooperate by voluntarily taking a polygraph examination.

Upon receipt of your comments, a supervisory member of the department will be assigned to contact you and conduct an investigation. The investigator will gather facts by interviewing all available witnesses and involved department members. Additionally, as part of the fact-finding investigation, the investigator will examine all relevant documents and physical evidence, then draft and submit their report to the Chief of Police.

Civilian reports are investigated by supervisory members of the Department specifically assigned by the Chief of Police, and it is his responsibility to review the final report and approve the findings of an investigation. The Chief of Police or his designee will notify you by mail upon the completion of the investigation which is initiated by your comments.

Should the investigation of your civilian report indicate improper actions by a member of this department, the Chief of Police will initiate corrective action in accordance with Department policies and procedures. Such actions may include counseling, retraining, or disciplinary action against the employee.

In Summary...

Civilian reports and comments assist the police department in maintaining the present quality of law enforcement in the City of El Segundo and provide a means for improvement. They additionally assure the civilian that corrective action is taken if there is misconduct by a member of the El Segundo Police Department.

Further, a thorough and impartial investigation procedure protects police officers from unwarranted accusations.

