

Purpose

The Civilian Report Form is primarily for reporting incidents that pertain to the conduct of East Bay Regional Park District Police Department Employees. It may be used to document information regarding employee commendatory acts or potential misconduct. In addition, it can be used to offer constructive criticism regarding policies, or to report any activities or conditions requiring non-immediate police attention.



East Bay Regional Park District Public Safety Headquarters

17930 Lake Chabot Road
Castro Valley, CA 94546

Emergency: Call 911 or 510-881-1121 from
a cell phone, 24 hours a day

Business or Non-Emergency:
510-881-1833, 24 hours a day

TTY/TDD: 510-881-1352

Outcome

The person filling this report will be advised, in writing, of the results. The department is committed to professionalism and efficiency, and maintains a system of responding to comments and complaints. (CA Penal Code 832.7)

It is our goal to guarantee the maintenance of our integrity through a system of internal discipline, where objectivity and fairness are assured by impartial investigations and review.



East Bay 
Regional Park District

Healthy Parks Healthy People

2950 Peralta Oaks Court
Oakland, CA 94605
1-888-EBPARKS (TRS 711)
ebparks.org



Public Safety Civilian Report Form



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East Bay 
Regional Park District

Healthy Parks Healthy People

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 civilians' complaints.

Procedure

Under State law, the department welcomes all comments pertaining to the quality of service provided and the conduct of its personnel. Your comments provide an open channel of communication between the department and the community at large.

The department maintains effective procedures for reporting, investigating, and resolving allegations of misconduct as well as recognizing meritorious acts. It provides a consistent approach to the investigation and adjudication of all the complaints against its employees.

There are **three ways that you can report** a complaint or commendation to the department:

1) Make your report in person to a supervisor at:

Public Safety Headquarters
17930 Lake Chabot Road
Castro Valley, CA 94546

2) Call the non-emergency line

(510) 881-1833 and provide your contact information so that a supervisor may contact you.

3) Mail this form or a letter to:

EBRPD Police
Attn: Chief of Police
17930 Lake Chabot Road
Castro Valley, CA 94546

When you complete this form, we ask that you provide specific information relevant to the incident in the space provided.

Contact Information

Name _____

Address _____

City _____ Zip _____

Telephone _____

Personnel Involved

Name _____ Badge # _____

Name _____ Badge # _____

Name _____ Badge # _____

Name _____ Badge # _____

Name _____ Badge # _____

Please attach additional information as necessary.

Incident Information

Date and Time _____

Location _____

Brief Description _____

If your report is a complaint, California Penal Code Section 148.6 makes it a crime to file an allegation of misconduct against any police officer, knowing the report to be false. Therefore, the following statement is added and requires the signature of the complaining civilian.

You have the right to make a complaint against any police officer for any improper police conduct. California law requires this agency to have a procedure to investigate civilians' 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. Civilian complaints and any reports or findings relating to complaints must be retained by this agency for at least 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.

I have read and understand the above statement.

Complainant
Signature _____

Date _____