WEST COVINA POLICE DEPARTMENT
1444 W. GARVEY AVE | WEST COVINA | CA | 91790|
WCPD.ORG

PERSONNEL COMPLAINT FORM

As with all people-oriented businesses, misunderstandings do arise as to the lawful role of the police officer in handling various situations. For this reason, we encourage you to first seek out an on-duty supervisor to discuss your complaint as a suggested first step in the complaint process. The on-duty field supervisor and/or Watch Commander can be reached by telephone at (626) 939-8500 or in person by visiting our station lobby (1444 W. Garvey Ave, West Covina, CA 91790) and requesting to speak with them about your concerns. This suggestion is offered as a means to help alleviate any misunderstandings about the employee's actions in a given situation, and oftentimes leads to an early and satisfactory resolution. If your complaint cannot be settled to your satisfaction after speaking with the supervisor, the next step would be for you to fill out the complaint form. We highly recommend you speak with a supervisor or watch commander.

File a Complaint

The mission of the West Covina Police Department is to provide the highest quality of police service to our citizens, which includes the prompt and thorough investigation of citizen complaints. The Department has established investigative and disciplinary procedures that will not only subject personnel to corrective action when improper conduct is determined but will also serve to vindicate personnel from unwarranted charges or criticism when duties are properly performed. Findings resulting from these investigations also help to improve the overall quality of service our Department provides to our community. For your convenience, Citizen Complaint forms are available in English, Spanish, Tagalog, and Chinese. The West Covina Police Department also provides translation services to assist in the complaint process. Citizen Complaint forms can be located in the Police Department Lobby.

California Law Notice
You have the **right to file a complaint** against a police officer for improper conduct. This agency must investigate all civilian complaints. All complaints and related findings must be retained for **at least five years**.

WARNING: It is against the law to knowingly file a false complaint. Doing so may result in **misdemeanor prosecution** under California law.

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PERSONNEL COMPLAINT FORM		
COMPLAINANT		
Name:		
Date of Birth:	E-mail:	
Current Address:		
City:	State:	ZIP Code:
Home Phone:	Cell Phone:	Work Phone:
INCIDENT		
Date(s) of Incident:	Approximate Time:	Case/Incident No:
Location of Incident:		
Involved Officer or Employee:	Badge Number:	
Involved Officer or Employee:	Badge Number:	
Witness:	Phone Number:	
Witness:	Phone Number:	

STATEMENT (Please be as detailed as possible. Use additional paper as necessary.)

Complainant's Signature Date

FOR OFFICE USE ONLY

COMPLAINT RECEIVED BY: _____ DATE/TIME RECEIVED: _____ IA #_____