

Employees of the Cloverdale Police Department

Name and Position	Badge/ID #
Jason Ferguson, Chief of Police	108
Lieutenant Parker	097
Sergeant Segobiano	054
Sergeant Borruso	109
Officer Camara	049
Officer Eglesfield	075
Officer Strattan	086
Officer Nunez	095
Officer Rhodes	093
Officer Gastineau	098
Officer Vanoni	101
Officer Burt	103
Officer Mora	107
Officer Gudino	082
Community Service/Animal Control Officer Hegarty	055
Records/Dispatch Supervisor Webb	069
Dispatcher Lemley	027
Dispatcher Jensen	063
Dispatcher Peterson	078
Dispatcher Smith	084
Dispatcher Newhall	104
Dispatcher Strattan	105

Updated: 05/13/2021

CLOVERDALE POLICE DEPARTMENT



Civilian Complaint Instructions

From the Chief of Police

Cloverdale Police Department employees are expected to maintain a high level of integrity and ethics that promote positive interactions with all members of the community. There may be an occasion where an employee falls short of this expectation and the State of California requires law enforcement agencies to have a process by which a citizen may make an informal or formal complaint against police department personnel. This pamphlet is designed to assist you in that process.

The Cloverdale Police Department acknowledges its responsibility to establish a system of complaint and disciplinary procedures for corrective action when officers conduct themselves improperly. It is the purpose of these procedures to provide a prompt, just, open, and expeditious review into the conduct of officers and employees of the Department.

The Cloverdale Police Department, in compliance with § 832.5 of the California Penal Code, welcomes feedback from citizens of the community regarding the performance of our employees and department.

*Chief of Police,
Jason Ferguson*

About the Complaint Process

WHAT IS A CIVILIAN'S COMPLAINT?

There are two types of personnel complaints. Informal and formal. The informal complaint is for a minor transgression. The complaint will be handled by the police employee's immediate supervisor.

A formal complaint is the result of a serious transgression and will be handled by the employee's supervisor and brought to the attention of the Chief of Police.

WHO CAN MAKE A CIVILIAN'S COMPLAINT?

A complaint involving a police employee may be made by anyone. However, if the complainant is under the age of 18 years, we require that the complainant be accompanied by an adult, parent and/or guardian.

WHAT HAPPENS AFTER A CIVILIAN'S COMPLAINT IS FILED?

The complaint is received, reviewed and assigned to a supervisor or Chief of Police for further investigation. After examining all of the facts and circumstances, you will be notified by phone or in writing of the disposition of the complaint.

WILL A COMPLAINANT BE REQUIRED TO TESTIFY?

During the investigation, you and any witnesses will be questioned concerning the incident. It is essential to any investigation to ask all pertinent questions and obtain factual information. A complainant does not normally have to testify in any formal hearing and once an investigation is concluded, a disposition will be determined.

IS THERE AN APPEAL PROCESS?


Employees of the Cloverdale Police Department have the right to appeal any discipline recommended or imposed following the conclusion of an investigation. In some cases, the appeal may be heard by an appeals board and you may be required to testify at such a hearing.

WHAT HAPPENS IF FALSE COMPLAINT IS FILED?

We invite citizens to bring their concerns regarding law enforcement practices and services to our attention. However, if anyone alleges that a transgression was committed and reports that to a police department knowing the complaint and/or information is false, that person may be charged with a misdemeanor.

WHAT IF A CIVILIAN IS UNSURE ABOUT A COMPLAINT?

If there is a concern about the activity of a police employee and a citizen is unsure how to proceed, contact an on-duty supervisor who will be able to provide you with the available options. If you have questions, you may call the Cloverdale Police Department at 707-894-2150.



CLOVERDALE
City of Cloverdale Police Department
112 Broad Street
Cloverdale, CA 95425
Phone: 707-894-2150 Fax: 707-894-5203

Vertical lines for form continuation.

How to Submit a Complaint

Where can I get a Civilian Complaint Form?

- On the reverse side of this page; or
- www.cloverdale.net; or
- ask for one at the Police Department

May I submit a letter instead of using the form?

- Absolutely!
- You can also send an email to the Chief of Police at jferguson@ci.cloverdale.ca.us

How do I deliver the completed complaint?

- Mail Attn: Chief of Police, Cloverdale Police Department, 112 Broad St., Cloverdale, CA 95425
- Deliver to Cloverdale Police Department at 112 Broad St., open 24 hrs/7 days a week.
- Fax it to 707-894-5203
- Email it to jferguson@ci.cloverdale.ca.us

May I make a phone call instead of using the form?

- Certainly. Just call the non-emergency police phone number at 707-894-2150 and ask to speak to the Chief of Police or supervisor.

I have a question about the complaint procedures and process that isn't answered here. What do I do?

- Call the Police department non-emergency line at 707-894-2150 or email jferguson@ci.cloverdale.ca.us

PLEASE COMPLETE AND SUBMIT

Date of contact with employee(s): _____ Time of contact: _____ AM PM

Location of contact (i.e., address, cross streets, business name, etc): _____

Employee name, if known: _____ Badge #: _____

Employee name, if known: _____ Badge #: _____

What initiated your contact with police department employee(s) (select one or more):

- Report a crime Traffic stop Dispatch answered general questions
- Request medical aide Traffic collision Animal control
- Pick up / drop off found property Request records Water/parks/street after hours issues
- Other, please describe: _____

What would you like to say about the employees' performance or actions? Please use the back side or attach another page if needed.

INFORMATION AND SIGNATURE REQUIRED

Your Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: ()) Telephone Number: ())

It is against the law to make a complaint that you know to be false. If you make a complaint against a police department employee knowing that it is false, you may be prosecuted on a misdemeanor charge. By your signature, you attest that the information contained in this complaint is true, that you have read this statement and understand the penalties for any false information.

Print your name _____ Sign your name _____ Date _____

DO NOT WRITE BELOW THIS AREA — POLICE DEPARTMENT USE ONLY

ROUTING INFORMATION

- Reviewed by Chief of Police Date: _____
- Reviewed with Employee(s) Date: _____
- Copy to Personnel Files Date: _____

RECEIVED STAMP

