



Redwood City Police Department Internal Affairs Intake Form

IA Procedure

You have the right to file an allegation regarding any conduct by a member of the Redwood City Police Department. You are entitled to a copy of your statement at the time you file the allegation. The Department will conduct an investigation into the allegation. After the complaint investigation is completed, the Department may take some form of personnel action against the accused officer if it determines that misconduct occurred, or it may find that there is insufficient evidence to warrant personnel action against the officer. A written notice of the disposition of the allegation will be provided within 30 days of the Department's finding. Personnel complaints will be retained for at least five years. Policy complaints are not considered to be personnel complaints. Non-Misconduct concerns are not considered to be complaints.

The Redwood City Police Department has a strict policy which prohibits the retaliation against complainants and/or witnesses.

Your Information **Today's Date:** _____

| | | | |
|---|--------------------|--------------|-----|
| Last Name | First Name | MI | |
| Address | City | State | Zip |
| Mailing Address (if different from above) | City | State | Zip |
| Home Phone | Work Phone | Mobile Phone | |
| Date of Birth | Driver's License # | | |

I do agree / do not agree (circle one) to my statement being *audio recorded*. _____
signature

Information about the Incident

| | | |
|--|------|----------------------------------|
| Date | Time | Location of incident |
| Officer(s) Involved & Badge Number or Description: | | Police Report Number: (if known) |
| 1. _____ | | _____ |
| 2. _____ | | |

If the officer's name is unknown, please provide a badge number or physical description: _____

| | | |
|------------------------------|------------------------------|------------------------------|
| Intake Officer: _____ | Interview Date: _____ | Interview Time: _____ |
|------------------------------|------------------------------|------------------------------|

