

Hawthorne Police Department

Citizen Complaint Form



The Hawthorne Police Department encourages citizens to report, in good faith, what they believe to be acts of police misconduct. California law requires this agency to have a procedure to investigate citizen complaints. The Hawthorne Police Department has complied with this law and has established a policy for the investigation of all complaints. You have a right to a written description of this procedure. This procedure and the electronic format of this form can be found on the Hawthorne Police Department's webpage, which is located at <https://HawthornePolice.com/contact>.

After a complaint is filed, the Complaint Form will be forwarded to Internal Affairs. An investigator will be assigned to the complaint and you will receive a letter which will confirm our receipt of the complaint. This initial correspondence will also reveal the file number and the name of the investigator assigned to the case. The assigned investigator and/ or assisting investigators may contact you and any possible witnesses in the matter. They will gather available physical evidence (photographs, video, audio, documents, etc.) and conduct applicable interviews to help determine if there is any misconduct. A detailed written report will be completed documenting the investigator(s) findings.

All complaints are investigated by a member of the Department and recommendations are made by senior staff members but the final authority for the disposition of a complaint rests with the Chief of Police. Each personnel complaint shall be classified with one of the following dispositions:

- **Unfounded**- The investigation discloses that the alleged allegations did not occur or did not involve any members of the Hawthorne Police Department. Complaints that are determined to be frivolous will be classified as unfounded.
- **Exonerated**- The investigation discloses that the alleged act occurred but the act was justified, lawful, and/ or proper.
- **Not Sustained**- An investigation was completed but there is not enough evidence to sustain a complaint or fully exonerate the employee.
- **Sustained**- A violation of policy or law has occurred and there is sufficient evidence to prove this violation. When complaints are found to be "Sustained", the Chief of Police will administer appropriate corrective and/or disciplinary action against the involved employee(s).

The procedures described above are to ensure that all complaints are properly investigated for the protection of the community, the City of Hawthorne, and the concerned employee(s). You will be notified, by your preferred method of communication, the results of the investigation. We pledge to respond swiftly, thoroughly and fairly to any allegation of misconduct.

Michael Ishii
Chief of Police

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Report #, Call #, Cite # (if known)		Location of Incident	
Name of Supervisor (If contacted)		Date of Incident	Time of Incident
List any evidence (Photos, Video, Audio, Etc.)			
Involved Employee Name(s), Badge number(s)- if applicable, or Description of Employee(s)			
Involved Vehicle(s)- If applicable, or Description of Vehicle(s)			

Reporting Party Name (Last, First, MI)		Driver's License/ ID Card #	
Address		City/ State/ Zip Code	
Contact Phone	Email Address	Preferred Method of Contact (please circle) <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Email	
Gender (opt).	Race (Opt)	Birth Date (Opt)	Additional Contact Information (Optional)

Witness Name (Last, First, MI)		Birth Date	License/ ID Card #
Address		City/ State/ Zip	Contact Phone

Witness Name (Last, First, MI)		Birth Date	License/ ID Card #
Address		City/ State/ Zip	Contact Phone

Witness Name (Last, First, MI)		Birth Date	License/ ID Card #
Address		City/ State/ Zip	Contact Phone

For Official Use Only			
Supervisor Receiving Complaint		Date/ Time	

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Please list all complaints regarding this incident. You may attach additional sheets if necessary.

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Per the California Penal Code § 148.6 (2017)

(a) (1) Every person who files any allegation of misconduct against any peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, knowing the allegation to be false, is guilty of a misdemeanor.

(2) A law enforcement agency accepting an allegation of misconduct against a peace officer shall require the complainant to read and sign the following advisory, all in boldface type:

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. 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 understood the above statement.

Name (Please print) _____

Signature _____ Date _____

You may complete this form and deliver it to a police supervisor at the Hawthorne Police Station, or mail it to:

Hawthorne Police Department- Attention Internal Affairs

12501 S Hawthorne Blvd, Hawthorne CA 90250.

This form can also be located in electronic format at <https://hawthornepolice.com/contact>