



# California State Assembly

## Sergeant-at-Arms

### Security Department

## CITIZEN COMPLAINT INFORMATION

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The California State Assembly Sergeant-at-Arms Department is responsible for protecting the lives of the employees of the California State Assembly, and those persons who enter the halls of the Assembly. This Department receives more than 3,000 calls for service annually. At times the decisions made by the Sergeants, in carrying out their official duties, may restrict the freedom and liberty of the public, staff, and lobbyists.

We fully realize that our involvement in complex and emotionally charged situations may not always result in a level of performance you, the citizen, have grown to expect. For this reason, the Sergeant-at-Arms Department has a well-defined procedure for assisting citizens who wish to voice their grievances against our operations, policies, or employee conduct.

Our investigations are thorough, objective, and are aimed at maintaining public confidence and departmental integrity. The goal is neither to condemn nor to exonerate, but rather to identify and evaluate all the facts surrounding the incident in question. Results of the investigation are submitted to the Chief Sergeant-at-Arms for final disposition.

### **EFFECT ON CRIMINAL PROSECUTION:**

The investigation within the Sergeant-at-Arms Department of the conduct of its employees, and the District Attorney's prosecution of a criminal case are two entirely separate matters. If a person arrested by a Sergeant's officers files a citizen's complaint against those officers, such action will in no manner affect the prosecutor's independent decision to proceed with the criminal action.

### **STATE LAW REQUIRES THE FOLLOWING ADVISEMENT:**

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 CITIZENS' 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. CITIZEN 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. (CALIFORNIA PENAL CODE SECTION 148.6)

I have read and understood the above statement.

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Complainant

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CITIZEN COMPLAINT INFORMATION

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Procedure: Every citizen has the right to lodge a complaint against either the Assembly Sergeant-at-Arms Department or any individual member employed by the department. Initial complaints may be made by telephone or letter. However, at some time during the process, it will be necessary that the complainant be available for a personal interview. Complaint forms are available in the Chief Sergeant-at-Arms office located in room 3171. Completed forms may either be delivered or mailed to:

**CALIFORNIA STATE ASSEMBLY SERGEANT-AT-ARMS' DEPARTMENT**  
**Chief Sergeant-at-Arms Office**  
**STATE CAPITOL – Room 3171**  
**SACRAMENTO, CA 95814**  
**TELEPHONE: (916) 319-2808**

When a complaint is received, a thorough investigation will be conducted. Upon completion of the investigation, all findings are directed to the Chief Sergeant-at-Arms for his final decision.

In all cases, the citizen making the complaint will be informed of the final disposition of the complaint as allowed by law. Although department investigators will exert every effort to determine the facts of each situation, in those instances where the citizen feels that a proper investigation has not been conducted, the Sergeant's Department urges that person to seek further recourse through any of the outside agencies listed below.

SACRAMENTO COUNTY DISTRICT ATTORNEY'S OFFICE  
901 G STREET  
SACRAMENTO, CA 95814  
TELEPHONE: (916) 874-6218

CALIFORNIA DEPARTMENT OF JUSTICE  
4949 BROADWAY  
SACRAMENTO, CA 95820  
TELEPHONE: (916) 322-3360

FEDERAL BUREAU OF INVESTIGATION  
2800 COTTAGE WAY  
SACRAMENTO, CA 95825  
TELEPHONE: (916) 481-9110

# Assembly Sergeant at Arms Citizen Complaint Form

For Official Use Only

File#

<i>Reporting Person (Last, First, Middle)</i>	<i>Telephone</i>
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<i>Residential Address (Number, Street, City, Zip Code)</i>
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<i>Business or School</i>
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<b>Victim of Alleged Incident</b>
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<i>Victims Name (Last, First, Middle)</i>	<i>Arrested</i> Yes / No
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<i>Residential Address (Number, Street, City, Zip Code)</i>	<i>Telephone</i>	<i>Attorney/Representative</i>
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<i>Business or School</i>	<i>Telephone</i>
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<b>Name of Employee (if known)</b>
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<i>Name</i>	<i>Division</i>	<i>Rank</i>	<i>Badge</i>	<i>Description</i>
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<i>Name</i>	<i>Division</i>	<i>Rank</i>	<i>Badge</i>	<i>Description</i>
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<i>Name</i>	<i>Division</i>	<i>Rank</i>	<i>Badge</i>	<i>Description</i>
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<b>Witnesses</b>
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<i>Name</i>	<i>Address (Number, Street, City, Zip Code)</i>	<i>Telephone</i>
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<i>Name</i>	<i>Address (Number, Street, City, Zip Code)</i>	<i>Telephone</i>
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<i>Name</i>	<i>Address (Number, Street, City, Zip Code)</i>	<i>Telephone</i>
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<i>Details of the complaint or criticism: It is important to include as many factual details as possible so that the incident may be fully investigated. Please use the reverse side if necessary.</i>
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<b><i>Time and Date of the Incident</i></b>	<b><i>Location of the Incident</i></b>	<b><i>Crime Report Number</i></b>

*Certify these statements to be true and accurate to the best of my knowledge and belief:*

Photograph(s) attached    YES        NO      
 If Yes then number \_\_\_\_\_

<b><i>Signature of Reporting Person</i></b>
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<b><i>Signature of Parent/Guardian (if under 18 years old)</i></b>
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<b><i>Signature of Person Receiving Complaint</i></b>	<b><i>Badge #</i></b>	<b><i>Division</i></b>	<b><i>Telephone</i></b>	<b><i>Date /Time Received</i></b>