



City of Torrance, Police Department Personnel Complaint

COMPLAINANT		DATE		INCIDENT NO.	
COMPLAINANT'S ADDRESS		CITY	ZIP	HOME PHONE	CELL PHONE
LOCATION OF OCCURRENCE		DATE	TIME	EMAIL ADDRESS	
TYPE OF COMPLAINT (Check all that apply)					
<input type="checkbox"/> Racial/Identity Profiling					
<input type="checkbox"/> Excessive force					
<input type="checkbox"/> Rudeness/Unprofessionalism					
<input type="checkbox"/> Theft					
(If yes, please select type below)					
<input type="checkbox"/> Race/ Ethnicity					
<input type="checkbox"/> Nationality					
<input type="checkbox"/> Age					
<input type="checkbox"/> Religion					
<input type="checkbox"/> Gender/Gender Identity					
<input type="checkbox"/> Sexual Orientation					
<input type="checkbox"/> Mental Disability					
<input type="checkbox"/> Physical Disability					
OFFICER(S) INVOLVED		SERIAL NUMBER		DIVISION	
WITNESS(ES)		RESIDENCE - ADDRESS(ES)		HOME PHONE	CELL PHONE
DETAILS OF COMPLAINT OR ALLEGATION					
PERSON RECEIVING COMPLAINT		PHOTOS TAKEN		DATE/TIME	
SIGNATURE OF COMPLAINANT			SIGNATURE OF PARENT(if complainant is under 18 years of age)		

MESSAGE FROM THE CHIEF OF POLICE

A goal of the Torrance Police Department is to ensure that the public is served in a most efficient and effective manner by highly trained police officers, bearing in mind that the police officer of today works in an extremely complex society.

Truly favorable attitudes cannot prevail when a question of misuse of authority, either real or imagined, arises. Every investigation, therefore, is undertaken with the dual objective of opening channels of communications between the department and the community, and maintaining an on-going review of Department Services and Policies.

To assist us in achieving this goal, you, as a citizen, can help by letting us know if you have a complaint. Your complaint will be quickly, professionally, and objectively investigated in order to arrive at an appropriate conclusion.

The proper administration of law enforcement can be insured only through a highly professional police agency which respects itself and earns the respect of the public. The Torrance Police Department has made vigorous efforts to achieve this status, and it is our desire to provide the means whereby it might be sustained.

POLICE COMPLAINT PROCEDURE

How Do I File A Complaint? If you wish to file a formal complaint, it will be necessary for you to complete a Personnel Complaint Form (TPD 16)

Does A Complaint Have To Be Made In Person? NO. The complaint can be made in person, in writing, or by telephone.

Can Someone Under The Age Of 18 File A Complaint? YES, but they must be accompanied by a parent or guardian.

Will The Chief Of Police Be Aware Of A Citizen Complaint? YES. The Chief of Police receives copies of all complaints against Police Department employees.

Will I Be Told The Results Of The Investigation? YES. You will receive a letter advising you of the disposition of your complaint. Upon completion of the Investigation, all conclusions are summarized and directed through the concerned Bureau Commanders, who render their recommendations to the Chief of Police for final determination.

What Will Happen To The Officer? It will depend on what the officer did. If the officer's actions were criminal, the officer could be dealt with like any other person. If the actions were otherwise improper, the officer is subject to discipline by the Chief of Police.

PERSONNEL COMPLAINT (Continued)

DETAILS OF COMPLAINT OR ALLEGATION (Continued)

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