



# CLOVIS UNIFIED SCHOOL DISTRICT

## POLICE DEPARTMENT

Lee Mayberry  
Chief of Police

1542 DAVID E COOK WAY  
CLOVIS, CA 93611

(559)-327-9221  
(559)327-9229

### CLOVIS UNIFIED POLICE DEPARTMENT CITIZEN COMPLAINT INFORMATION

#### Message from the Chief of Police

Every police department has the responsibility of protecting the lives and property of the citizens it serves. In order to carry out this responsibility, it is essential that all citizens have a high degree of confidence in their police department.

Clovis Unified Police Officers are among the best trained and highly educated peace officers in the State. They take pride in their chosen profession and want you, the Clovis Unified community, to share this pride. However, we recognize that police officers are human and may, from time to time, act in a manner that is not in the best interest of the police department or the community. Since we would all agree that it is very difficult to deal with a problem unless we know such a problem exists, the importance of bringing any misconduct on the part of the police officers to the department's attention must be recognized.

The Clovis Unified Police Department will thoroughly and expeditiously investigate all complaints brought to our attention. The following information will explain the procedure for filing a citizen's complaint and the investigative process.

**LEE MAYBERRY**  
Chief of Police

**HOW TO FILE A COMPLAINT:** If you wish to file a formal complaint, it will be necessary for you to complete and sign a Citizen Complaint Form at the Clovis Unified Police Department; however, those complaints made by telephone, anonymously, or by mail, will be investigated to the best of our ability. All information will be treated confidentially. Assistance is available if you need help in completing the complaint forms. A parent or guardian's signature is required on any complaint filed by a person under eighteen (18) years of age.

**HOW THE COMPLAINT IS HANDLED:** All complaints of misconduct shall be referred to the Internal Affairs Section of the Clovis Unified Police Department, unless they are received during the nighttime, weekends, or holidays. During such times, the complaint will be taken by telephone or mail. If, after a discussion of the problem, you wish to make a formal complaint, you will be assisted by formalizing your complaint in writing. The complaint will then be referred to the Internal Affairs Section for investigation.

When filing your complaint, you will be asked to provide the following information:

1. Your name, address and telephone number.
2. The address and telephone number of your business or place of employment.
3. The time and date of the occurrence of the incident about which you are complaining.
4. The name, badge number, or identifying description of the officer(s) involved. If you do not have this information, simply describe what occurred and the time, date, and location of the incident.
5. Give a narrative description of the circumstances giving rise to your complaint.
6. The names of any witnesses or persons arrested and their addresses and telephone numbers, if available.
7. After the above information is completed, you will be given a copy of your signed complaint form.

An investigator will talk to you as part of the investigation; talk to all witnesses and involved parties; examine any relevant physical evidence; gather all information pertinent to each allegation made in the complaint; and complete a report of the investigation. Sometimes this can be time consuming and involved, but it is imperative that all the relevant facts are known.

Once the investigation is completed, the Chief of Police will review the reports and make a determination of the allegations of the complaint. After the determination is made by the Chief of Police, you will be notified in writing of the findings.

The Clovis Unified Police Department will exert every effort to uncover the truth of each situation. There may be instances where you feel the investigation has not been conducted properly or to your satisfaction. If such is the case, ask for an explanation of the findings. If the explanation is not to your satisfaction, you may seek further recourse through any of the investigative agencies listed below:

1. Fresno County District Attorney's Office  
2100 Tulare Street  
Fresno, CA 93727  
(559) 600-4400
2. State of California  
Department of Justice  
P. O. Box 944255  
Sacramento, CA 94244-2550
3. Federal Bureau of Investigations  
7815 N. Palm Avenue, 320  
Fresno, CA 93711  
(559)436-4474