

# NEWPORT BEACH POLICE DEPARTMENT

## DO YOU HAVE A COMPLAINT?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

I want to complain about (name or badge/ID/car #): \_\_\_\_\_

Date Occurred: \_\_\_\_\_ At about (time): \_\_\_\_\_ (am / pm)

Location Occurred: \_\_\_\_\_

*Please describe your complaint in the space below. Attach as many additional sheets as necessary. Your signature below indicates that you declare under penalty of perjury that all of the information you set forth in this complaint is true.*

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**You have the right to make a complaint against a member of the Police Department for any improper conduct. California law requires this agency to have a procedure to investigate citizen complaints. You have the 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 a member of the department behaved improperly. Citizen complaints and any related reports must be retained by this agency for at least five years.**

**You should also be aware that, if you knowingly and maliciously make false accusations of misconduct against a member of the department, that member may be able to seek monetary damages from you in a civil lawsuit.**

***I have read the above statement and the entirety of this complaint report and declare under penalty of perjury that the foregoing complaint is a true and complete statement relative to the actions of the member(s) of the Newport Beach Police Department.***

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Signature of Parent/Guardian (if Complainant is under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

870 SANTA BARBARA DRIVE  
NEWPORT BEACH, CA 92660



949-644-3681  
INFO@NBPD.ORG

The Newport Beach Police Department is committed to our community and responsive to their input. The Department encourages citizens to report what they believe to be any acts of misconduct by a member of our agency. The complaint must be made in good faith and we pledge to respond swiftly, thoroughly, and fairly to any such reports.

**For a timely response to most concerns, you may reach out to our on-duty Watch Commander at any time of day or night by calling 949-644-3717.** If you prefer, you may complete this form to file your complaint. Either way, we sincerely appreciate your comments. Please see the sections below for more information.

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### **DOES THE POLICE DEPARTMENT WANT TO RECEIVE COMPLAINTS?**

We hold our members to the highest possible standards. If anyone in our community has concerns about the conduct of one of our members, we appreciate the opportunity to review their actions and respond to the complainant.

### **WILL YOU LISTEN TO MY COMPLAINT?**

Of course. We want to find out what went wrong and, if we discover any issues, we want to take steps to address them.

### **WHO WILL INVESTIGATE MY COMPLAINT?**

Complaints submitted on this form are typically investigated by either our Professional Standards Unit or the member's supervisor. Complaints may also be reported directly to the on-duty Watch Commander at 949-644-3717.

### **BUT I WANT THE CHIEF TO HEAR ABOUT THIS.**

He will. The Chief of Police gets copies of **ALL** complaints. The member's supervisor is notified as well.

### **DO I HAVE TO COMPLAIN IN PERSON?**

No. We prefer to talk to you in person to get a better understanding of what occurred. If there are reasons why that is not feasible, we can take complaints over the phone, by mail, or on our website ([www.nbpd.org](http://www.nbpd.org)). In all of these cases, a supervisor will be in contact with the person making the complaint.

### **I'M UNDER 18. DO I HAVE THE RIGHT TO COMPLAIN?**

Yes. Just have a parent or legal guardian with you to talk to us in person or to co-sign this form.

### **WHAT WILL HAPPEN TO THE PERSON I'M COMPLAINING ABOUT?**

That will depend on the circumstances of each complaint. In some cases, they will be required to receive additional training. If their actions were criminal, they would be dealt with just like any other person who commits a crime. If a member's actions are improper, but not criminal, they may also be disciplined as directed by the Chief of Police.

### **HOW THOROUGHLY WILL YOU INVESTIGATE MY COMPLAINT?**

Very thoroughly. We take complaints seriously and handle the investigations accordingly. We want to identify any issues that need to be addressed with our members and ensure that proper action is taken. On the other hand, if a person makes a false complaint, we want to be able to make that determination as well.

### **WILL I GET TO KNOW THE RESULT OF MY COMPLAINT?**

Yes. You will be notified by the Department as to the disposition of our investigation. You will receive a letter which includes the contact information of the supervisor who conducted the investigation, in case you would like to contact them with additional questions or concerns.

### **WHAT IF I'M STILL NOT SATISFIED WITH THE RESULTS OF THE INVESTIGATION?**

We sincerely hope that this never happens. If it did, a complainant may pursue additional action through the Chief of Police, the City Manager for the City of Newport Beach, or (in some cases) the Orange County District Attorney's Office. Our goal at the Newport Beach Police Department is to serve our community in such a way that no one needs the information on this form.