



Incident or Case Number:	Date Complaint Filed:

Name (Last, First, Middle):	Home Phone #:	Business #:	Mobile #:
Address (Street, City, State, Zip Code):		Date of Birth:	Driver License #:

Name (Last, First, Middle)		Home Phone #:	Business #:	Mobile #:
Address (Street, City, State, Zip Code):				
Day and Date of Incident:	Time of Incident:	Location of Incident:		

Name:	Address:	Phone number(s):

Name of Officer/Employee:	Car Number (if known):	Badge Number (if known):

[illegible]

Updated 03/30/2026



The Citrus Heights Police Department welcomes justified complaints concerning the actions of our employees. As your Chief of Police, I want to assure you that this Department wishes to provide you with the best law enforcement service possible.

SUMMARY OF COMPLAINT PROCEDURE

Every person has an absolute right to file a complaint. Your reluctance to prepare a complaint form shall not impair that right. If you do not wish to complete the form or sign it, it shall be completed by the Watch Commander with whom the complaint is lodged. It is desirable that you come to the Police Department, where your complaint can be received during a personal interview. However, complaints can be made by mail or by telephone and may be made anonymously.

If the complaint is made by either telephone or mail, a copy of the complaint will be mailed to you if an address is provided. An investigator will contact all witnesses, examine any relevant physical evidence, and gather all information associated with each charge made in the complaint. After completion of the investigation, a disposition for each charge shall be made, based on each alleged act of misconduct.

The final disposition of your complaint will be made by the Chief of Police. Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation (Government Code § 3304). An extension may be granted by the Chief of Police if necessary. You will be notified of the extension and the reasons for that extension. You will be notified via mail or email of the disposition of the complaint.

Thank you for bringing this matter to our attention.

Sincerely,

Alexander A. Turcotte, Chief of Police

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I have read and understood the above statement.

Complainant: _____ Date: _____

Mail completed forms to:
Citrus Heights Police Department
Attn: Professional Standards and Training Unit
6315 Fountain Square Drive
Citrus Heights, CA 95621