



## SOLANO COUNTY SHERIFF'S OFFICE CITIZEN INQUIRY

The Solano County Sheriff's Office welcomes valid comments about our service or personnel. Your constructive comments provide an open channel of communication between the Sheriff's Office and the community, which enables us to maintain the highest possible standards. Citizen comments or inquiries also provide a basis for a thorough and impartial investigative procedure to protect employees who perform their duties properly. If your comment involves a deputy or any other Sheriff Office employee, please try to provide his/her name; identification number; and/or vehicle number as available. However, if you do not have this information, every effort will still be made to address your concerns.

There are several ways to submit this form to the Internal Affairs Unit Commander for review:

- In person at Solano County Sheriff's Office, 530 Union Ave, Fairfield CA 94533.
- By mail to Solano County Sheriff's Office, Internal Affairs Unit, 530 Union Ave, Suite 100, Fairfield CA 94533.
- By phone at 707-784-3001 (please leave detailed contact information so that we may follow up with you).
- By email to IA@solanocounty.com

### YOUR INFORMATION:

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License No. \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

### SHERIFF'S OFFICE STAFF MEMBER(S) INVOLVED

Name – Identification Number – Car Number – Description \_\_\_\_\_

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### WITNESS OR WITNESSES TO THE INCIDENT

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

**INCIDENT INFORMATION:**

Location \_\_\_\_\_

Date/Time \_\_\_\_\_

**DETAILS** (Attach Additional Pages as Necessary): \_\_\_\_\_

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You have the right to make a complaint against a peace officer for any improper 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. The Sheriff's Office may find, after investigation, that there is not enough evidence to warrant action on your complaint. Even if that is the case, you have a right to make the complaint and have it investigated if you believe a Sheriff's Office employee behaved improperly. Citizens' complaints and any reports or findings related to complaints must be retained by the Sheriff's Office for at least five years.

I certify the information provided above is true and correct:

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Your Signature

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Date Signed

Please attach any documents, records or reports relative to this incident.

After your comment/concern has been received and reviewed by a Sheriff's Office representative, a copy will be sent to you for your records. The matter will then be assigned to a Sheriff's Office supervisor or investigator. When completed, the investigation will be reviewed by command staff and forwarded to the Sheriff for a finding or other appropriate disposition. You will receive a letter or email outlining the final investigative conclusions.

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**FOR SHERIFF'S OFFICE USE ONLY**

## **YOUR CONCERNS ARE IMPORTANT**

The Solano County Sheriff's Office internal control process is designed to adjudicate each concern or complaint factually and fairly. Citizens who make inquiries or file complaints are treated respectfully and accusations against staff members are taken seriously. All matters are investigated thoroughly and all findings are based on the evidence.

Note: A disagreement over the validity of a traffic citation cannot be litigated through the internal inquiry process as such matters must be directed to the court or hearing officer having proper jurisdiction. Inmates (or inmate's representative) must use the jail grievance process for matters concerning jail procedures or conditions.

For more information regarding the citizen inquiry process or to inquire about the status of a pending matter, please contact the Internal Affairs Unit at (707) 784-3001 or by email at [IA@solanocounty.com](mailto:IA@solanocounty.com).

### **PROCEDURES**

Once a concern, complaint or inquiry is received, it will be reviewed for accuracy and content. A member of the Internal Affairs Unit may interview you at the time the inquiry is made or may schedule a follow up appointment. During the interview you may be recorded or videotaped to preserve your statement. You may also be asked to provide as much information as possible regarding the incident. Photographs may be taken of injuries. Some inquiries or concerns may be resolved immediately to the satisfaction of all concerned without formal processing.

### **DISPOSITION**

Inquiries or concerns may be made anonymously. You do not need to provide your name or contact information. However, if your identity is known, we will make every effort to notify you of the final disposition. After a thorough review, your concern or inquiry will be classified with one of the following dispositions:

**UNFOUNDED:** An investigation discloses that the alleged act(s) did not occur or did not involve a member of the Sheriff's Office.

**EXONERATED:** The investigation discloses that the alleged act(s) occurred; however the action was justified, lawful and/or proper.

**NOT SUSTAINED:** The investigation discloses that there was insufficient evidence to sustain the concern or to exonerate the employee.

**SUSTAINED:** The evidence accumulated discloses sufficient evidence to establish the act/incident occurred and that it constituted misconduct.