

ANTIOCH POLICE DEPARTMENT
INTERNAL AFFAIRS COMPLAINT REPORT



Citizen Complaint Information Sheet

It shall be the policy of the Internal Affairs Unit to receive allegations from members of the public in a courteous and professional manner. Investigations shall be appropriately documented, promptly investigated, and conducted in a timely, legal, and ethical manner. The Internal Affairs Unit plays a crucial role in making the operations of the Antioch Police Department more transparent and accountable to the community we serve. A positive relationship between the police and the public we serve, fostered by confidence and trust is essential to effective law enforcement. The Internal Affairs Unit shall demonstrate sincere responsiveness to concerns of the public, and they will inform members of the public that their allegations or concerns will be taken seriously.

- Completed complaint forms can either be mailed or dropped off at the Antioch Police Department, 300 L Street, Antioch CA 94509.
- You will be provided with a copy of your original complaint form.
- Your complaint will be sent to the Internal Affairs Lieutenant, who will fully, thoroughly, and promptly investigate.
- You will be contacted by the assigned investigator, to set up a meeting; this is to further investigate the details of your complaint.
- This meeting will be in person at the police station unless other arrangements have been made.
- You will be notified in writing of the outcome of the investigation.
- **If the investigation results in an officer being charged with a violation of departmental rules and regulations or policies and procedures, you may be asked to testify in a departmental hearing.**
- If the investigation shows that the complaint is unfounded or not sustained, or that the officer acted properly, the matter will be considered closed.

Any questions concerning the Internal Affairs Investigative process, please contact the Internal Affairs Unit, Lieutenant Michael Mellone
925-779-6938 or mmellone@antiochca.gov.

PLEASE REVIEW THIS DOCUMENT ENTIRELY



Antioch Police Department Complaint Form

Complaint#: (Dept. Use Only)		Police Report Number (If Known):		Original to: Internal Affairs Supervisor Copy to: Complainant at time of complaint	
Date of Complaint	Time of Complaint:	Day:	How Complaint Was Received: <input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> Online <input type="checkbox"/> Other <input type="checkbox"/> POST		
Date of Occurrence:	Time of Occurrence:	Day:	Location of Incident (#, Street, City)		
Complainant Name:			Address (#, Street, City, St, & Zip Code)		
Phone:	Secondary Phone:		ID Number:	Date of Birth:	
Email Address:			Additional Contact Information:		
Narrative:					
(continue on additional pages if necessary)					
(1) Name of Employee Complained Against:			Badge No. / Employee ID No.	POST Identification No.	
(2) Name of Employee Complained Against:			Badge No. / Employee ID No.	POST Identification No.	
If subject(s) was/were arrested, please provide name, address, and telephone number of arrestee(s):					
(1) Name of Witness:		Address:			
Phone:	Secondary Phone:	Email:		D.O.B	
(2) Name of Witness:		Address:			
Phone:	Secondary Phone:	Email:		D.O.B	
Complaint Received By:			I.D. No.	Date:	
Assigned Investigator:				I.D. No.	
Internal Affairs Unit Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No		By:	Date:	Time:	