

# AUBURN POLICE DEPARTMENT

## JOHN F. RUFFCORN

Chief of Police  
1215 Lincoln Way  
Auburn, California 95603  
Phone (530) 823-4237 ext. 201  
Fax (530) 823-4224



INFO/NON-EMERGENCY	823-4234
INVESTIGATIONS	823-4237 EXT. 221
OPERATIONS DIVISION	823-4237 EXT. 203
RECORDS	823-4237 EXT. 218

The Auburn Police Department wishes to provide you with the best professional law enforcement available anywhere.

In order to assist us in providing this service, we invite your suggestions for improving law enforcement in the community. This includes constructive criticism of the department or its procedures. Comments indicating dissatisfaction with manner of performance by officers, or information concerning commendable actions by our officers, which you feel should be brought to my attention.

Each report received will be thoroughly investigated and appropriate action taken. You will then be informed of the completed investigation. Your suggestions about improved procedures will be investigated, evaluated and implemented whenever feasible to do so.

If you wish to make a personal report, you may come to our office at 1215 Lincoln Way, Auburn, or call 530-823-4237 Ext 218. You will be received courteously, and thorough consideration will be given your report.

If you wish to register your report in writing, complete and mail this form. Please provide as much information as possible. Give your name and address so that we may contact you for further information if needed. Any information you give will be kept confidential if you request.

Please feel free to express yourself on any matter which you feel should be directed to my attention. Every letter of complaint, suggestion, constructive criticism or commendation will receive the police Chief's personal attention. Remember law enforcement is everybody's business, and your police department can only be as good as the citizens of Auburn want it to be.

Sincerely,

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John F. Ruffcorn, Chief of Police

JFR:sel

## ***PROTECTION - SERVICE - CONCERN***

The Auburn Police Department is committed to serving and supporting our community through education, crime prevention, transparency, and mentoring. We realize that our success is directly related to a collaborated effort with our entire community.

**CITIZEN'S REPORT**

**(NOTE: This Report Can Be Made Available in Multiple Languages)**



**YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A POLICE OFFICER FOR ANY IMPROPER POLICE 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. 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 AN OFFICER BEHAVED IMPROPERLY. CITIZEN COMPLAINTS, AND ANY REPORTS/FINDINGS RELATING TO COMPLAINTS, MUST BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE (5) YEARS.**

***I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT:*** \_\_\_\_\_  
**Complainant Signature**

*I affirm that I have read the above information and that the statements contained herein are, to the best of my knowledge, factual and accurate.*

\_\_\_\_\_  
Signature (If under 18, parent or guardian)

\_\_\_\_\_  
Date

\*\*\*\*\*

**FOR OFFICE USE**

\_\_\_\_\_  
Report Received By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed by Chief of Police

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assigned To

\_\_\_\_\_  
Date

\_\_\_\_\_  
Copy To Citizen Provided By

\_\_\_\_\_  
Date

**REPORT BY MEMBERS OF THE PUBLIC**

**~ PLEASE PRINT LEGIBLY ~**

**PERSON REPORTING :** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**RESIDENCE PHONE:** \_\_\_\_\_ **BUSINESS PHONE:** \_\_\_\_\_

**DATE OF INCIDENT:** \_\_\_\_\_ **TIME OF INCIDENT:** \_\_\_\_\_

**LOCATION OF INCIDENT(S):** \_\_\_\_\_

**IF A POLICE EMPLOYEE(S) IS INVOLVED, NAME(S) & BADGE #(s), IF KNOWN:**

\_\_\_\_\_  
**NAME** \_\_\_\_\_ **BADGE #** \_\_\_\_\_

\_\_\_\_\_  
**NAME** \_\_\_\_\_ **BADGE #** \_\_\_\_\_

\_\_\_\_\_  
**NAME** \_\_\_\_\_ **BADGE #** \_\_\_\_\_

**NAMES OF ANY WITNESSE(S), ADDRESS(S) & PHONE NUMBER(S):**

\_\_\_\_\_  
**NAME** \_\_\_\_\_ **ADDRESS** \_\_\_\_\_ **PHONE NUMBER** \_\_\_\_\_

**IF A PERSON WAS ARRESTED, PRINT NAME, ADDRESS AND PHONE NUMBER:**

\_\_\_\_\_  
**NAME** \_\_\_\_\_ **ADDRESS** \_\_\_\_\_ **PHONE NUMBER** \_\_\_\_\_

