

SAMPLE - NOTIFICATION OF INVESTIGATION (1000)

(No. 37 August 1995)

(123) 456-7890

NO DATE (DATED WHEN DIRECTOR SIGNS)

The Honorable Xx. Xxxxxx Xxxxxxx
Member of the Assembly/Senate
State Capitol
Sacramento, California 95814

Dear Assemblyxxxxx/Senator Xxxxxxxx:

We have received your (DATE) letter regarding a citizen's complaint by (COMPLAINANT) of (CITY), California. His/Her letter referenced an incident that apparently occurred on (DATE) involving Department of Forestry and Fire Protection (CDF) employees in the (NAME) Region. Complaints against CDF employees are handled according to Departmental Policy and several classifications are State Peace Officers with general authority under California Penal Code Section 830.2 (h). We are therefore required to investigate all citizen complaints against any individual that are peace officers in compliance with procedures identified in California Penal Code Section 832.5. Attached is a Citizen Complaint Form (Form LE-95) and Summary of Citizen Complaint Process (Form LE-95A) provided to all complainants.

We have forwarded this complaint letter to our (NAME) Region Chief and an investigation will be initiated to determine the facts related to this incident and to direct any administrative remedy deemed appropriate. Mr./Mrs. (COMPLAINANT) will normally be contacted by an investigator at the initiation of the investigation and will normally receive an administrative response, to the extent allowed by law, at the close of the review process. He/She will be provided the opportunity to furnish personal testimony, witness statements, and other relevant evidence.

The success of the Department of Forestry and Fire Protection is dependent upon the ability of its employees to present a professional demeanor and to consistently exercise sound judgment. We continually recognize the importance of receiving public input concerning the administration of CDF. To maintain public confidence and trust, we conduct thorough investigations of all allegations of misconduct. If you desire, we will provide you with the administrative response upon completion of the investigation. Thank you for assisting us in this process.

Sincerely,

Richard A. Wilson
Director

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