



Central Arizona College Police Department Citizen Complaint Procedure

The CAC Police Department's Citizen Complaint Procedure is intended to help you, the college community, and the police as well.

If you have a concern about the practices or personnel of the Central Arizona College Police Department, what can you do about it? A positive relationship between the police and the public they serve, fostered by confidence and trust, and are essential to effective law enforcement. While the police are charged with vigorous enforcement of the law, they must meticulously observe the rights of the people. Police personnel, at the same time, must be free to take action in a reasonable, lawful, and impartial manner without fear of reprisal. It is important, therefore, that adequate provisions be made for the prompt receipt, investigation, and disposition of complaints regarding the conduct of Department personnel.

To this end, the Central Arizona College Police Department welcomes criticism of the Department and valid complaints against its members or procedures. The purpose of the citizen complaint process is to ensure complete, fair, and impartial investigations of citizen complaints.

How to Make A Complaint

The first step is to call, write, come in person or contact us electronically at:

Central Arizona College Police Department
8470 North Overfield Road, I-103
Coolidge, Arizona 85128
Phone: 520-494-5445
(After business hours: 520-836-9655)
Email: cacpolice@centralaz.edu

A complaint may be made ANY time of day or night. You may come in person to address your concern, or you can call or write -- anonymously, if you wish.

Investigation Procedure

The person receiving your concern will ask you to provide as much information as possible regarding the incident. If you were involved in or witnessed the incident, it is

extremely important to the investigation that a statement is obtained from you. Depending on the circumstances of your concern, it may be investigated in one of two ways. The Chief of Police may conduct the investigation, or may request the Human Resources Department to conduct the investigation.

Each allegation is examined on its own merits. Formal investigations require investigators to contact all available witnesses, including police officers, examine any relevant physical evidence, and gather all information pertinent to each allegation made in the complaint.

You will be notified of the finding in writing at the conclusion of the investigation, within the limits of employment laws and employee confidentiality. If a finding of “sustained” is determined, corrective action will be taken. The type of corrective action imposed is determined by college policy.

Discipline may include counseling, training, and action up to and including termination. If your complaint is sustained and punitive discipline is imposed, the employee has appeal rights. Therefore, you may be required to testify at one or more administrative proceedings.

Summing Up

Your valid concerns and criticisms help us protect the college community from possible misconduct by employees. At the same time, a thorough and impartial investigation procedure helps protect employees from unwarranted charges when they perform their duties properly.



Luis Martinez
Chief of Police