



**FOR OFFICIAL USE**

**FILE #**

## CITIZEN COMPLAINT FORM

<b>Reporting Person (Last, First, Middle)</b>	Race	Sex	DOB(mm/dd/yy)	SSN #
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Residence Address (City & Zip Code)	Telephone #
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Business or School	Telephone #
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<b>Victim of Alleged Incident</b>				
Victim (Last, First, Middle)	<input type="checkbox"/> Same	DOB(mm/dd/yy)	Age	Arrested <input type="checkbox"/> YES <input type="checkbox"/> NO

Residence Address (City & Zip Code)	Telephone #	Attorney or Representative
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Business or School	Telephone #	Telephone #
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**Name of Employee (If Known)**

Name	Division	Rank	Badge	Car#	Description

**Witnesses**

Name	Address	Telephone # (Business, Cell, Home)

Details of complaint or criticism: It is important to include as many factual details as possible so the incident may be fully investigated. Please use reverse side of this form if necessary.

Time & Date of Incident	Location of Incident	Crime Report#

Signature of Report Person	Signature of Parent/Guardian (If Under 18 years old)

Photos Attach (Yes/No)	If so, how many photos?

Signature of Person Receiving Complaint	Badge #	Division	Telephone #	Date/Time Received





## **COMPLETED INVESTIGATIONS**

All completed investigations will be forwarded through the Department's chain of command for respective recommendations. The Chief will make the final decision. By law, each complainant will receive notification of only the disposition of the investigation, pursuant to California Penal Code Section 832.7(e).

Each officer is afforded the opportunity for an appeal on those cases that are sustained. The officer will be afforded the appropriate due process. Following any appeal process, the City Manager will make the final determination.

Each citizen's report will be evaluated on its own merit. Should your report involve an allegation of improper action by a member or members of this Department, there are five possible findings, which will result from the investigations:

1. Sustained: The allegation was supported by evidence.
2. Not Sustained: The allegation could neither be proved nor disproved.
3. Exonerated: The acts were justified, lawful and proper.
4. Unfounded: the allegation was not supported by the evidence.
5. Suspended: There is insufficient information to investigate.

Should the investigation of your report reveal that a violation of laws, rules or procedures was committed by a member of the Department, corrective action will be taken in accordance with appropriate laws, and both City and Department policy. Such actions may include counseling, retraining or discipline against the employee. Upon conclusion of the investigation, you will be notified of the finding by mail.

## **OTHER CONTACTS**

As reference above, California state law restricts the disclosure of information from an administrative investigation to the final case disposition only. If you are not satisfied with the disposition in the matter, you may contact the Office of the Chief of Police or the following agencies:

- SAN JOAQUIN COUNTY DISTRICT ATTORNEY  
TELEPHONE: (209) 468-2400  
<http://www.sjgov.org/>
- SAN JOAQUIN COUNTY GRAND JURY  
(209) 468-3855  
<http://www.stocktoncourt.org/grandjury/>
- CALIFORNIA DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL  
TELEPHONE: (800) 952-5225  
<https://oag.ca.gov/>