

## COUNTY OF SANTA BARBARA PROBATION DEPARTMENT

## **Citizen Complaint Form**

Section 148.6 of the Penal Code requires that any law enforcement agency accepting an allegation of misconduct against a peace officer shall require the complainant to read and sign the following advisory:

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 CIVILIAN'S 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. CIVILIAN COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE YEARS.

IT IS AGAINST THE LAW TO MAKE A COMPLAINT THAT YOU KNOW TO BE FALSE. IF YOU MAKE A COMPLAINT AGAINST AN OFFICER KNOWING THAT IT IS FALSE, YOU CAN BE PROSECUTED ON A MISDEMEANOR CHARGE.

I HAVE READ AND UNDERSTOOD THE ABOVE STATEMENT.

Signature of complainant

Date

	COMPLAINANT INFORMATION	
Print Full Name:	Date:	
Home Address:		
City:		Zip code:
Mobile phone number:		
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**Instructions for filing a complaint:** The Santa Barbara County Probation Department takes complaints regarding their officers seriously, and has an established policy and procedure for receiving, investigating, recording and disposing of all citizen complaints. You may file a complaint either in person or by mail, with any employee of the department. You are encouraged to provide as much detail as possible about the incident, including the time, date and location of the incident, the name of the employee(s) involved, and the names and contact information of any witnesses. Every complaint of misconduct will be reviewed to determine the appropriate level of investigation.

**Summary of complaint process:** Once your complaint is filed, the Chief Probation Officer will assign a lead investigator to gather all information relevant to the allegations of misconduct listed in the complaint. Should the allegation against the employee be sustained, the Chief Probation Officer or a designee will determine appropriate corrective action. Due to the confidential nature of personnel matters, the complainant is not entitled to specific information regarding the outcome of the complaint. Within 30 days of final disposition, written notification will be provided to the complainant that the allegation was determined to be one of the following:

- Unfounded (The allegation was not supported by the evidence),
- Exonerated (The incident occurred, but the employee involved acted lawfully and properly),
- Not Sustained (There was insufficient evidence to either prove or disprove the allegation), or
- Sustained (The allegation was supported by the evidence).

Name of officer(s) involved:	
Date of incident:	Time of incident:
Name of witness:	
Address of witness:	
Mobile phone number of witness:	
Description of complaint: (Please provide detail	ls of incident, and use additional pages if necessary)
Suggested Resolution:	
Signature of Complainant	Date
For Probation Use Only	
☐ Complaint received by mail on	by
☐ Complaint received in person by	on

\*ALL COMPLAINTS ARE TO BE ROUTED IMMEDIATELY TO PSU\*