

SHAFTER POLICE DEPARTMENT
PERSONNEL COMPLAINT FORM
(PLEASE PRINT)

Date Received: _____ Time Received: _____ Case Number: _____

Complainant Name: _____ Were you arrested? _____
(Please print full name)

Residence Address: _____ Telephone: _____

Business Address: _____ Telephone: _____

Time, Date, and Location of Occurrence: _____

Employee(s) Involved: _____

Type of Complaint: _____
(Offensive Language, Harassment, Excessive Force, etc.)

May We Contact You at Your Residence? _____ At Your Place of Work? _____

Brief Description of Circumstances: _____

Witness #1: _____ Address: _____ Phone: _____

Witness #2: _____ Address: _____ Phone: _____

Signature of Complainant: _____ Copy to Complainant? _____

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 IN PLACE 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 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 IS FALSE, YOU CAN BE PROSECUTED ON A MISDEMEANOR CHARGE.

I have read and understood the above statement.

X _____
Signature of Complainant Officer Receiving Complaint Date/Time

Office Use Only
Investigation Assigned To: _____

Findings of Investigation: _____ Unfounded _____ Exonerated _____ Complainant Notified
_____ Sustained _____ Not Sustained _____ Personnel Notified