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| FOR DEPARTMENT USE ONLY |
| EVENT NO./CONTROL NO. |

CIVILIANS' COMPLAINT INFORMATION

If you have not already filed a complaint, this form may be used to initiate the process, or you may contact the California State Parks, Law Enforcement and Emergency Services Division, P.O. Box 942896, Sacramento, CA 94296-0001, (916) 651-0388.

The Department of Parks and Recreation has a defined procedure for investigating civilians' complaints. Once a complaint is received, it is the responsibility of the involved employee's District Superintendent to ensure a thorough investigation is conducted. Although complaints cannot always be resolved to a civilian's satisfaction, all investigations are conducted objectively, with a goal of maintaining public confidence and departmental integrity. After completion of the investigation, complaints are directed through the chain of command for an impartial review. After final approval, the civilian is provided with a closing written response.

The civilians' complaint process is designed to investigate the allegations of civilians and to make a determination of fact as to any wrongdoing. In cases where a false complaint is maliciously filed against a peace officer, that officer is entitled to file a civil action. Therefore, it is important all allegations presented in a complaint to the Department be based on factual information.

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| PERSON FILING COMPLAINT (<i>Last, First, M.I.</i>) | | DATE OF BIRTH | DRIVER LICENSE NO. AND STATE |
| LOCATION OF OCCURRENCE | DAY, DATE, AND TIME OF OCCURRENCE | | ARREST/ACCIDENT REPORT OR CITATION NO. (<i>if known</i>) |
| CONTACT INFORMATION (<i>Check the appropriate box to indicate how/where you wish to be contacted by an investigator.</i>) | | | |
| <input type="checkbox"/> Home Phone No.: _____ | | <input type="checkbox"/> Mailing Address (<i>Enter street/apartment no., city, state, and zip code.</i>): _____ | |
| <input type="checkbox"/> Work Phone No.: _____ | | _____ | |

IMPORTANT! READ AND SIGN THE FOLLOWING INFORMATION.

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 civilians' 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.

Filing information may be obtained by contacting the office below.

District Office:

I have read and understood the above statement.

Supplemental Information attached.

COMPLAINANT'S SIGNATURE

DATE



CIVILIANS' COMPLAINT INFORMATION - Continued

SUPPLEMENTAL INFORMATION

This section may be used by you or the Department to summarize or further clarify your complaint. If more space is needed, attach additional sheets.