

FOR DEPARTMENT USE ONLY
EVENT NO./CONTROL NO.

CIVILIANS' COMPLAINT INFORMATION AGAINST A NON-PEACE OFFICER

If you have not already filed a complaint against a **non-peace officer**, 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. It is important all allegations presented in a complaint to the Department be based on factual information.

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	
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.: _____			
<input type="checkbox"/> E-Mail Address: _____			

IMPORTANT! READ AND SIGN THE FOLLOWING INFORMATION.

This form is not intended for the filing of complaints against peace officers or sworn employees of the California Department of Parks and Recreation. If this is your desire, you should telephone or contact a local office of the California Department of Parks and Recreation for assistance. Alternatively, you may contact the Law Enforcement and Emergency Services Division (LEESD) by telephone at (916) 651-0388, or by correspondence at P.O. Box 942896, Sacramento, CA 94296-0001.

If you would like to include an optional statement regarding your allegations, please use page two plus any attachments you may require. Please note that a California Department of Parks and Recreation investigator will contact you at a later date and you may provide a more detailed statement or other documentation at that time. After completing this form, it may be returned to your local California Department of Parks and Recreation District Office or to LEESD as specified above. Thank you for allowing us this opportunity to address your concerns.

I have read and understood the above statement.

Supplemental Information attached.

COMPLAINANT'S SIGNATURE

DATE

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**CIVILIANS' COMPLAINT INFORMATION
AGAINST NON-PEACE OFFICER - Continued**

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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.