



**King City Police Department**  
415 Bassett Street, King City, CA 93930  
Phone Number: (831) 385-4848 Fax Number: (831) 385-4976



---

## Personnel Complaint Form

The King City Police Department takes pride in providing professional services to our community. We recognize our responsibility to provide a process of receiving and investigating complaints concerning members of this department. As public safety professionals, we strive to perform our duties fairly and with the utmost competence and compassion. Police officers are tasked with serving our community and enforcing our laws in an increasingly complex and dangerous environment. Officers are highly trained to handle a wide variety of situations, from finding lost children to investigating homicides.

In all situations, our goal is the same: to provide effective, quality service to our community. In order to do this, we must earn the trust of those we serve so they partner with us to keep our community safe. Having a sound process for dealing with citizen complaints is an important step toward building this trust. Our department has a complete procedure for the internal review of all complaints. Part of that procedure includes a written account of the incident, giving rise to a complaint. The written account, completed by a citizen, becomes the basis from which a complete investigation will be conducted. We encourage you to discuss the situation with one of our supervisors. This is often the most expedient and effective way of resolving a complaint. If this does not bring you satisfaction, or if you do not wish to discuss your concerns with a supervisor, a complaint form is attached to this cover letter. It is important that you be detailed and truthful in the information you provide. Our goal is to effectively resolve your complaint. We will be diligent in our investigation and if any of our employees acted inappropriately, we will take action accordingly.

You may complete this form at the Police Department, or you may mail it at your convenience. You will be notified of the results of our investigation of your complaint. If you like a copy of our Personnel Complaint Procedure, please ask any employee of the Police Department for a copy of King City Police Policy 1020.

Note if you are mailing this form, please address it to:  
Attention: Chief of Police – Confidential

King City Police Department  
415 Bassett Street  
King City, CA 93930



**King City Police Department**  
 415 Bassett Street, King City, CA 93930  
 Phone Number: (831) 385-4848 Fax Number: (831) 385-4976



## Personnel Complaint Form

**Reporting Party**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date/Time of Incident: \_\_\_\_\_ Location: \_\_\_\_\_

**Witness(es)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Name or Description of Police Department Employee Who Is The Subject Of Complaint**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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 citizen 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 a police officer or police department employee behaved improperly. Citizen complaints and any reports or findings relating to the complaints, must be retained by this agency for five years.

I have read and understand the above statement:

Signature of reporting party: \_\_\_\_\_ Date/Time: \_\_\_\_\_

**Receiving Officer/Employee**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date/Time: \_\_\_\_\_

