

PERSONNEL COMPLAINT

The King City Police Department takes pride in providing professional service to our community. We recognize our responsibility to provide a process of receiving and investigating complaints concerning members of this Department.

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 the citizen, becomes the basis from which a complete investigation will be conducted.

For your concerns to receive the proper attention, and to ensure a review of the circumstances that is fair and impartial to both the citizen and the employee, you are required to complete and sign this form. Please include your address and phone number so we may contact you for further information, if necessary. 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 would 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: Police Chief- Confidential
King City Police Department
415 Bassett Street
King City, CA 93930

KING CITY POLICE DEPARTMENT
PERSONNEL COMPLAINT

Name: _____ Phone(day) _____ (eve) _____

Address: _____ Today's Date: _____

City/State/Zip: _____ Date of Incident: _____

Location of Incident: _____ Time: _____ AM/PM

1. Witness Name: _____ Address: _____

2. Witness Name: _____ Address: _____

Officer/Employee name(s), if known: _____

If party to complaint was arrested, PRINT NAME: _____

Please describe the nature of your complaint. Use the reverse side, if necessary, and be as complete and factual as possible:

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'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 THIS IS THE CASE, YOU HAVE THE RIGHT TO MAKE THE COMPLAINT AND HAVE IT INVESTIGATED IF YOU BELIEVE THE OFFICER BEHAVED IMPROPERLY. CITIZEN COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINT MUST BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE YEARS.

I have read and understood the above statement:

COMPLAINANT SIGNATURE

DATE

