



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
POLICE DEPARTMENT

CITIZEN COMPLAINT FORM

Under Penal Code Section 832.5, the Ventura County Community College District (VCCCD) and its Police Department have the responsibility to provide a system for citizens to file complaints against their police officers. The VCCCD also has the responsibility to provide its police officers with due process, as required in Government Code Section 3300 through 3311, while investigating complaints.

WHO MAY FILE

Any citizen, student, or District employee who is directly involved in any incident may file a complaint. Witnesses to incidents may inform appropriate police personnel of their information and have a report completed.

WHO TO CONTACT

A complaint may be filed with any police officer on duty, any police supervisor, or with the Police Services office and the Office of the Chief of Police.

HOW TO FILE

A complaint may be filed by contacting one of the individuals above and furnishing complete details of the incident, as well as names of all witnesses and parties involved. You will be requested to complete this form and sign the statement on the attached page.

PURPOSE OF INVESTIGATION

The objective of the investigation is to gather information in a thorough manner so that a decision may be made on the complaint and the action to be taken with the officer.

FINAL DECISION

The Chief of Police will make the final decision based upon the information in the complaint and the investigator's report. Both parties of the complaint will be notified in writing of the decision of the Chief of Police. Pursuant to California Penal Code Sections 832.7 and 832.8, officer personnel records are confidential and are not releasable.

ACTION AGAINST OFFICER

If the complaint is sustained, the VCCCD and its Police Department may take disciplinary action against the officer(s), ranging from a verbal warning up to and including dismissal. If the officer's conduct is criminal in nature, the matter will also be referred to the District Attorney's office.

Moorpark College Station
7075 Campus Road
Moorpark, CA 93021
Ph: (805) 378-1455
Fx: (805) 523-8499

Oxnard College Station
4000 South Rose Avenue
Oxnard, CA 93033
Ph: (805) 678-5805
Fx: (805) 488-6781

Ventura College Station
71 Day Road
Ventura, CA 93003
Ph: (805) 289-6486
Fx: (805) 654-6386



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POLICE DEPARTMENT

CITIZEN COMPLAINT FORM

RELATED REPORT NUMBER	RELATED CITATION NUMBER	OTHER RELATED NUMBER
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TODAY'S DATE & TIME	DATE & TIME OF INCIDENT	LOCATION OF INCIDENT
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REPORTING PARTY

FULL NAME	DATE OF BIRTH	AGE	DRIVER LICENSE / I.D. No.
ADDRESS	CITY	STATE	ZIP CODE
HOME PHONE	CELL PHONE	EMAIL	

WITNESS INFORMATION

1 ST PARTY FULL NAME	DATE OF BIRTH	AGE	DRIVER LICENSE / I.D. No.
ADDRESS	CITY	STATE	ZIP CODE
HOME PHONE	CELL PHONE	EMAIL	
2 ND PARTY FULL NAME	DATE OF BIRTH	AGE	DRIVER LICENSE / I.D. No.
ADDRESS	CITY	STATE	ZIP CODE
HOME PHONE	CELL PHONE	EMAIL	

EMPLOYEE / OFFICER INFORMATION

NAME OF EMPLOYEE / OFFICER	BADGE / I.D. No.
NAME OF EMPLOYEE / OFFICER	BADGE / I.D. No.

SEE REVERSE SIDE FOR ADDITIONAL DETAILS AND INFORMATION

Upon completion of this form, return it to any VCCCD Police Department station, any police supervisor, or submit it to the Office of the Chief of Police. You will be provided a copy of this form and the Department's policy regarding citizen complaints for your records.

NOTE: IT IS A VIOLATION OF CRIMINAL AND CIVIL LAW TO KNOWINGLY FILE A FALSE COMPLAINT AGAINST ANY PERSON. DOING SO WILL SUBJECT YOU TO CRIMINAL CHARGES AND/OR CIVIL LAWSUIT!

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ASSIGNED I.A. No.