## 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.



## POLICE DEPARTMENT

### CITIZEN COMPLAINT FORM

RELATED REPORT NUMBER RI		ELATED CITATION NUMBER		OTHER RELATED NUMBER	
TODAY'S DATE & TIME DATE & TIME O		OF INCIDENT	LOCATION	OF INCIDENT	
REPORTING P	ARTY				
FULL NAME		DATE OF BIRTH	AGE	DRIVER LICENSE / I.D. No.	
ADDRESS		CITY		STATE ZIP CODE	
HOME PHONE CEL		ELL PHONE		EMAIL	
WITNESS INFO	RMATIO	N			
1 <sup>ST</sup> PARTY FULL NAME		DATE OF BIRTH	AGE	DRIVER LICENSE / I.D. No.	
ADDRESS		CITY		STATE ZIP CODE	
HOME PHONE	CE	ELL PHONE		EMAIL	
2 <sup>ND</sup> PARTY FULL NAME		DATE OF BIRTH	AGE	DRIVER LICENSE / I.D. No.	
ADDRESS		CITY	<u> </u>	STATE ZIP CODE	
HOME PHONE	CE	CELL PHONE		EMAIL	
EMPLOYEE / O	FFICER	INFORMAT	ION	1	
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!

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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## **CITIZEN COMPLAINT FORM**

ATTACH ADDITIONAL PAGES IF NECESSARY FOR ADDITIONAL NARRATIVE, NAMES, ETC.

### **DESCRIBE INCIDENT**

ADMONISHMENT In compliance with Penal Code Section 148.6(a)(2)	
YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A POLICE OFFICER FOR CONDUCT. CALIFORNIA LAW REQUIRES THIS AGENCY TO HAVE A PROCEDURE TO COMPLAINTS. YOU HAVE A RIGHT TO A WRITTEN DESCRIPTION OF THIS PROCEDIFIND AFTER INVESTIGATION THAT THERE IS NOT ENOUGH EVIDENCE TO WARR COMPLAINT; EVEN IF THAT IS THE CASE, YOU HAVE THE RIGHT TO MAKE THE CINVESTIGATED IF YOU BELIEVE AN OFFICER BEHAVED IMPROPERLY. CIVILIAN REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED BY THIS FIVE YEARS.	INVESTIGATE CIVILIANS' URE. THIS AGENCY MAY RANT ACTION ON YOUR OMPLAINT AND HAVE IT COMPLAINTS AND ANY
IT IS AGAINST THE LAW TO MAKE A COMPLAINT THAT YOU KNOW TO BE FALSE. IF YAGAINST AN OFFICER KNOWING THAT IT IS FALSE, YOU CAN BE PROSECUTED ON A OR BE SUBJECT TO A CIVIL LAWSUIT.	
I have read and understand the above statement.	
SIGNATURE	DATE

DEPARTMENT USE ONLY						
DATE & TIME RECEIVED	RECEIVED BY	ASSIGNED I.A. No.				