



Ventura County Community College District

761 EAST DAILY DRIVE, SUITE 200, CAMARILLO, CALIFORNIA 93010

PHONE (805) 652-5500 • VCCCD.EDU

DR. RICK MACLENNAN
CHANCELLOR

POLICE PERSONNEL COMPLAINTS

Police personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of Police Department policy or federal, state, or local law. Under California Penal Code Section 832.5, the Ventura County Community College District (VCCCD) and its Police Department have the responsibility to provide a system for individuals to file complaints against their police officers. The VCCCD also has the responsibility to provide its police officers with due process pursuant to California Government Code Sections 3300 through 3311, while investigating complaints. In accordance with Section 832.5 of the Penal Code, the VCCCD Police Department has established a Personnel Complaints Policy with a written description of the investigation procedures for complaints and has made that policy available to the public.

WHO MAY FILE

Any person, including but not limited to, any citizen, student, VCCCD employee, or VCCCD Police Department employee, who was directly involved in an incident may file a complaint against a member of the VCCCD Police Department. Witnesses to incidents should inform appropriate VCCCD police personnel of their information in order to determine if a complaint has already been filed.

HOW TO FILE

A complaint may be filed by contacting any on-duty VCCCD police officer, any VCCCD police supervisor, the VCCCD Police Services office and the Office of the Chief of Police, or the VCCCD Vice Chancellor of Business and Administrative Services. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. While not required, complainants are encouraged to file complaints in person so that proper identification, photographs, and/or physical evidence may be obtained as necessary. Any complaint received by the VCCCD Police Department shall be documented on a Personnel Complaint Form in accordance with the Police Department's policy. When submitting a complaint to the Police Department, the complainant will be requested to complete the Personnel Complaint Form and sign the statement on the attached page.

ANONYMOUS & THIRD-PARTY COMPLAINTS

The VCCCD and its Police Department accept anonymous and third-party complaints, however, such complaints may only be investigated to the extent that sufficient information is provided.

INVESTIGATIONS OF COMPLAINTS

All allegations of misconduct will be administratively investigated in accordance with the VCCCD Police Department's Personnel Complaints Policy and applicable Federal and State law, VCCCD policies and procedures, and the requirements set forth in employee collective bargaining agreements.

DISPOSITION OF COMPLAINT

The VCCCD Chief of Police will make the final decision on the disposition of the complaint based upon the information provided and the investigator's report. Pursuant to California Penal Code Section 832.7(f), the complainant shall be provided with a written notification of the disposition of the complaint within thirty (30) days of the final disposition. Pursuant to California Penal Code Sections 832.7 and 832.8, police officer personnel records are confidential and are not releasable; as such, the written notification will not include what discipline, if any, was imposed.

ACTIONS AGAINST OFFENDING EMPLOYEES

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



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
POLICE DEPARTMENT

PERSONNEL COMPLAINT FORM

This Personnel Complaint Form is intended to be used by any person, including Ventura County Community College District (VCCCD) students and employees, as well as Police Department employees and members of the public, seeking to submit a complaint against an employee of the VCCCD Police Department.

INCIDENT INFORMATION

RELATED REPORT NUMBER	RELATED CITATION NUMBER	ANY OTHER RELATED NUMBER <i>(please specify)</i>
TODAY'S DATE & TIME	DATE & TIME OF INCIDENT	LOCATION OF INCIDENT
COMPLAINT CATEGORY <i>(mark all that apply)</i> <input type="checkbox"/> Abuse – Physical <input type="checkbox"/> Abuse – Verbal <input type="checkbox"/> Civil Complaint <input type="checkbox"/> Civil Rights Violation <input type="checkbox"/> Corruption <input type="checkbox"/> Dereliction of Duty <input type="checkbox"/> Detail and/or Overtime Violation <input type="checkbox"/> Excessive Force <input type="checkbox"/> Property Violation <input type="checkbox"/> Report Violation <input type="checkbox"/> Violation of Law <input type="checkbox"/> Violation of Policy, Regulations, or Code of Conduct <input type="checkbox"/> Other:		

COMPLAINANT INFORMATION

FULL NAME	DATE OF BIRTH	AGE	GENDER	DRIVER LICENSE / I.D. NUMBER
HOME ADDRESS <i>(work address if VCCCD employee)</i>	CITY	STATE	ZIP CODE	
MAILING ADDRESS <input type="checkbox"/> SAME AS ABOVE	CITY	STATE	ZIP CODE	
PRIMARY PHONE NUMBER	SECONDARY PHONE NUMBER	EMAIL ADDRESS		

WITNESS INFORMATION

1 ST WITNESS FULL NAME	DATE OF BIRTH	AGE	GENDER	DRIVER LICENSE / I.D. No.
ADDRESS	CITY	STATE	ZIP CODE	
PRIMARY PHONE NUMBER	SECONDARY PHONE NUMBER	EMAIL		
2 ND WITNESS FULL NAME	DATE OF BIRTH	AGE	GENDER	DRIVER LICENSE / I.D. No.
ADDRESS	CITY	STATE	ZIP CODE	
PRIMARY PHONE NUMBER	SECONDARY PHONE NUMBER	EMAIL		

**Office of the Vice Chancellor
 Business & Administrative Services**
 Ventura County Community College District
 761 East Daily Drive, Suite 200, Camarillo, CA 93021
 (805) 652-5537

Office of the Chief of Police
 VCCCD Police Department
 71 Day Road, Ventura, CA 93003
 (805) 652-7752 | VCCCDPolice@vcccd.edu



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
POLICE DEPARTMENT

PERSONNEL COMPLAINT FORM

OFFENDING EMPLOYEE INFORMATION

NAME OF 1 st OFFENDING POLICE DEPARTMENT EMPLOYEE	BADGE / I.D. No.
NAME OF 2 nd OFFENDING POLICE DEPARTMENT EMPLOYEE	BADGE / I.D. No.

DESCRIBE INCIDENT

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

Lined area for describing the incident.

COMPLAINANT SIGNATURE

DATE

Moorpark College Station
7075 Campus Road
Moorpark, CA 93021
(805) 378-1455

Oxnard College Station
4000 South Rose Avenue
Oxnard, CA 93033
(805) 678-5805

Ventura College Station
71 Day Road
Ventura, CA 93003
(805) 289-6486