

**VENTURA COUNTY PROBATION AGENCY**



**CITIZEN COMPLAINT FORM**

**PURSUANT TO CALIFORNIA PENAL CODE SECTION 148.6, "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 CIVILIAN COMPLAINTS. YOU HAVE THE RIGHT TO A WRITTEN DESCRIPTION OF THE 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 AN OFFICER BEHAVED IMPROPERLY. CIVILIAN COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE YEARS."**

**IT IS AGAINST THE LAW TO MAKE A COMPLAINT THAT YOU KNOW TO BE FALSE. IF YOU MAKE A COMPLAINT AGAINST AN OFFICER KNOWING THAT IT IS FALSE YOU CAN BE PROSECUTED ON A MISDEMEANOR CHARGE" UNDER PENAL CODE SECTION 148.5.**

**I HAVE READ AND UNDERSTOOD THE ABOVE STATEMENT.**

\_\_\_\_\_ **Complainant**

\_\_\_\_\_ **Date**

**COMPLAINANT INFORMATION**

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

**Phone:** \_\_\_\_\_  
**Residence, Cell, or Business**

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Instructions for filing a complaint:**

The Probation Agency has established policies and procedures for receiving, investigating, recording, and disposing of signed citizen complaints. If you have a complaint, you may file the complaint in person or by mail. The complaint may be registered with any member of the Probation Agency.

It is important that you provide as much specific information as possible about the incident, including time and date of occurrence, location, the employee's name, and names of witnesses, if any.

Every complaint of misconduct, regardless of its nature, is reviewed for an appropriate level of investigation.

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

Name of staff member(s) involved: \_\_\_\_\_

Witness name and address: \_\_\_\_\_

Witness residence phone: \_\_\_\_\_ Witness cell or business phone: \_\_\_\_\_

Can you identify the Probation Agency staff member? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide a physical description (height, weight, age, hair & eye color, ethnicity, etc.):

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**DESCRIPTION OF COMPLAINT** (Please describe in detail what occurred): \_\_\_\_\_

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(Use additional pages if necessary.)

**SUGGESTED RESOLUTION:** \_\_\_\_\_

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**COMPLAINANT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Required)

**SUMMARY OF COMPLAINT PROCESS:**

**ONCE YOUR COMPLAINT IS FILED, A PROBATION AGENCY OFFICIAL ASSIGNED BY THE CHIEF PROBATION OFFICER WILL PROMPTLY GATHER ALL INFORMATION PERTINENT TO EACH ALLEGATION OF MISCONDUCT IN THE COMPLAINT. THE CHIEF PROBATION OFFICER WILL MAKE THE FINAL DISPOSITION ON THE CASE. YOU WILL BE NOTIFIED BY LETTER AT THE CONCLUSION OF THE INVESTIGATION. UPON COMPLETION OF THE PUBLIC COMPLAINT INVESTIGATION, DISPOSITION WILL BE NOTED IN ONE OF FOUR WAYS:**

- **Unfounded** – The allegation is not supported by the evidence.
- **Exonerated** – The incident complained of occurred, but the employee involved acted lawfully and properly.
- **Not Sustained** – The investigation did not disclose enough information to either prove or disprove the allegation.
- **Sustained** – The allegation is supported by the evidence.

If the allegation is sustained against the employee, the Chief or a supervisor acting on the Chief's behalf shall determine and administer appropriate corrective action. These measures may include additional training, verbal or written reprimand, or suspension without pay. In severe cases, the Chief may demote an employee or terminate the employee from the Agency.

**CALIFORNIA LAW PROHIBITS THE CHIEF FROM REPORTING BACK TO YOU THE SPECIFICS OF THE INVESTIGATION OR THE EXTENT OF ANY ACTION WHICH MAY RESULT FROM YOUR COMPLAINT.**

Received in Person \_\_\_\_\_ By Mail \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_