



SACRAMENTO COUNTY PROBATION DEPARTMENT

CITIZEN / PERSONNEL COMPLAINT FORM

Case Number: _____

Date: _____	Time: _____	Name of Supervisor Completing Form: _____
Complainant's Name: _____		<input type="checkbox"/> CITIZEN <input type="checkbox"/> EMPLOYEE
Complainant's Mailing Address: _____		Complainant's Phone No: _____ Alternate Number for Complainant: _____
Name or Identifying Information of Employee Suspected of Misconduct: _____		
Date/Time Alleged Misconduct Occurred: Date: _____ Time: _____	Location/Facility where Alleged Misconduct Occurred: _____	
Specific Nature of Complainant's Allegation: _____		
Individuals who may have Witnessed the Misconduct or May Possess Information Relative to the Misconduct: Name(s) & Contact Information: _____		
Any Investigative Leads/Items or Issues of Evidentiary Value: _____		
Was Complaint made In Person? <input type="checkbox"/> YES	Was Complaint made by Telephone? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, was complainant provided a contact number for the Internal Affairs Unit? <input type="checkbox"/> YES <input type="checkbox"/> NO Time: _____ Date: _____	
Name of Manager Reviewing Form: _____		Date Reviewed: _____
<i>This form must be forwarded to Internal Affairs.</i>		

Received by: _____ Phone: _____

Please forward complaint to: **ASSISTANT CHIEF DEPUTY, INTERNAL AFFAIRS
8745 FOLSOM BLVD
SACRAMENTO, CA 95826
RE: CITIZEN COMPLAINT**

You have the right to make a complaint against any employee of an agency that employs peace officers. California law requires this agency to have a procedure to investigate citizen 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 that is the case, you have the right to make this complaint and have it investigated, if you believe an officer behaved improperly. Citizen complaints and any reports or findings relating to complaints must be retained by this agency for at least five years.

If emailing this form, check here to acknowledge you have read and understand the above statement.
The Internal Affairs email address is: InternalAffairs@saccounty.net.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT:

Complainant's signature: _____

Printed name: _____