

**KERN COUNTY PROBATION DEPARTMENT**



**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 CITIZENS' 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. CITIZEN COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE YEARS." YOU SHOULD BE AWARE THAT IF YOU KNOWINGLY AND MALICIOUSLY MAKE A FALSE COMPLAINT OF MISCONDUCT AGAINST AN OFFICER, THAT OFFICER MAY SEEK MONETARY DAMAGES FROM YOU IN A CIVIL LAWSUIT PURSUANT TO CIVIL CODE SECTION 47.5. IF YOUR FALSE COMPLAINT ALLEGES CRIMINAL CONDUCT, YOU MAY ALSO BE PROSECUTED UNDER PENAL CODE SECTION 148.5.**

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

\_\_\_\_\_

**Complainant**

\_\_\_\_\_

**Date**

**COMPLAINANT INFORMATION**

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

**Phone:** \_\_\_\_\_

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

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

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

**Instructions for filing a complaint:**

The Kern County Probation Department 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 Kern County Probation Department.

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: \_\_\_\_\_

If your complaint is against a Probation Officer(s), do you know the badge number(s)?

Yes:  No:  If yes, please provide the badge number(s): \_\_\_\_\_

Can you identify the Probation Department employee? Yes:  No:

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Use additional pages if necessary)*

**SUGGESTED RESOLUTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

The following information to be completed by employee receiving complaint:

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

In Person  Fax  Mail  Other \_\_\_\_\_