# SACRAMENTO COUNTY PROBATION DEPARTMENT

## CITIZEN / PERSONNEL COMPLAINT FORM

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|---|---|---|---|
| | | | Case Number: |
| Date: | Time: | Name of Supervisor Completing Form: | |
| Complainant's Name: ☐ CITIZEN ☐ EMPLOYEE | | | |
| Complainant's Mailing Address: | | Complainant's Phone No:<br><br>Alternate Number for Complainant: | |
| Name or Identifying Information of Employee Suspected of Misconduct: | | | |
| Date/Time Alleged Misconduct Occurred:<br><br>Date:<br><br>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:<br>Name(s) & Contact Information: | | | |
| Any Investigative Leads/Items or Issues of Evidentiary Value: | | | |
| Was Complaint made In Person? ☐ YES ☐ NO | | Was Complaint made by Telephone? ☐ YES ☐ NO<br><br>If YES, was complainant provided a contact number for the Internal Affairs Unit? ☐ YES ☐ NO<br><br>Time: Date: | |
| Name of Manager Reviewing Form: | | Date Reviewed: | |
| ***This form must be forwarded to Internal Affairs.*** | | | |

**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: _____