

# **CALAVERAS COUNTY SHERIFF'S OFFICE**

## **COMPLAINT PROCEDURE**

The Calaveras County Sheriff's Office welcomes valid complaints about our service or its personnel. Your constructive comments provide an open channel of communication between the Sheriff's Office and the community which enables us to maintain the highest standards possible.

The sole function of this procedure is to thoroughly investigate all complaints given to the Sheriff's Office by the people of the community.

Complaints may be received by any Sheriff's Office Supervisor, which includes the Sheriff, Undersheriff, Communications Manager, Captains, Lieutenants, and Sergeants.

If your complaint involves a deputy, you will be asked his/her name. If you do not have this information, just explain what occurred: when it occurred (date, time and location of the event.)

Valid complaints help us to protect the community from possible misconduct by the Sheriff's Office. At the same time, a thorough and impartial investigation procedure protects those Sheriff's Deputies who perform their duties properly.

The completed investigation shall be submitted to the Sheriff through proper channels for evaluation and any action deemed necessary.

Each person making a formal complaint will be advised of the disposition of each complaint by the Sheriff's Office.

For more information, if needed, call the Sheriff's Office at (209) 754-6500.

**CALAVERAS COUNTY SHERIFF'S OFFICE**

**COMPLAINT FORM**

---

Case Number I.A Number

---

Complainant's Name(s) Address Telephone Number (Residence)

---

Sex Race Age D.O.B Occupation-Place of Employment and Address

Complaint Type/Circle Those That Apply: Race/Ethnicity Nationality Gender Age Religion Gender  
Identity/Expression Sexual Orientation Mental Disability Physical Disability

---

Date/Time of Occurrence Day Location Date/Time Reported

---

Employee(s) Involved

---

How Reported (Mail/Telephone/In Person) Person to Whom Report Was Made

---

Witness(es) Name, Address and Telephone Residence/Business

---

---

---

---

---

---

---

---

---

Specific Allegation (In Brief)

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 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 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.

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.

I have read and understood the above statement.

---

Signature of Complainant Date Person taking Complaint Date