

FOOTHILL



DE ANZA

COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT

"TO SERVE AND PROTECT"

CITIZEN COMPLAINT INFORMATION

It is the policy of the Foothill-De Anza Community College Police Department that any employee may accept a citizen complaint. However, complaints will normally be accepted only by a Supervisor. In the immediate absence of a Supervisor, a complainant is requested to complete this form. The complainant will be re-contacted as soon as possible by a Supervisor. This policy is intended to ensure the most appropriate handling of any potential citizen complaint.

You have the right to file an allegation regarding any conduct by a member of the Foothill-De Anza Police Department. You are entitled to a copy of your statement at the time you file the allegation. After the complaint investigation is completed, the Department may take some form of personnel action against the accused officer if it determines that misconduct occurred or it may find that there is insufficient evidence to warrant personnel action against the officer. A written notice of the disposition of the allegation will be provided within 30 days of the Department's finding. Personnel complaints will be retained for at least five years. Policy complaints are not considered to be personnel complaints. Non-Misconduct Concerns are not considered to be complaints.

The Foothill-De Anza Police Department has a strict policy prohibiting the retaliation against complainants and/or witnesses.

Date/Time Of Incident: _____

Date/Time Reported: _____

Received By: _____

Complainant: _____

If the officer's name is unknown, please provide a badge number or physical description: _____

Witness Name (s) Address, Phone Number:

1. _____

2. _____

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I have read and understood the above statement.

Signature

Date

Name (printed)

Address

Mailing Address (If different from above)

City

() _____
Phone (home)

() _____
Phone (Cell)

() _____
Phone (work)

Email

Witnessed By