



GRASS VALLEY POLICE DEPARTMENT

Citizens Complaint Form

You have the right to make a complaint against a police officer for any improper police conduct. California law requires the Grass Valley Police Department to have a procedure to investigate citizen complaints. You have the right to a written description of this procedure. This agency may find after the 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 that an officer behaved improperly. Citizen complaints and any reports or findings must be retained for at least five years; however, they are generally not releasable records.

PERSONAL INFORMATION				
Name: <i>(First, Middle, Last)</i>	Date of Birth:	Gender:	Ethnicity:	Phone Number:
Address:	State:	Zip:	Email:	

INCIDENT	
Location of Incident:	Date & Time:
Summary of Incident:	
*Attach additional pages if needed.	

INVOLVED OFFICER(S) INFORMATION	
Involved Officer #1:	Officer #1 Description: <i>(Physical Characteristics, including Gender, Age, Ethnicity, etc...)</i>
Involved Officer #2:	Officer #2 Description: <i>(Physical Characteristics, including Gender, Age, Ethnicity, etc...)</i>
Involved Officer #3:	Officer #3 Description: <i>(Physical Characteristics, including Gender, Age, Ethnicity, etc...)</i>

WITNESS INFORMATION				
Witness #1 Name: <i>(First, Middle, Last)</i>	Date of Birth:	Gender:	Ethnicity:	Phone Number:
Witness #1 Address:	State:	Zip:	Email:	
Witness #2 Name: <i>(First, Middle, Last)</i>	Date of Birth:	Gender:	Ethnicity:	Phone Number:
Witness #2 Address:	State:	Zip:	Email:	

DETAILS
<p>Did you sustain injuries? <input type="checkbox"/> No <input type="checkbox"/> Yes (Describe injuries, if any: _____)</p> <p>Did you receive medical attention: <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, where: _____)</p> <p>Did you take photos? <input type="checkbox"/> No <input type="checkbox"/> Yes Is there video or audio of the incident? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Where you arrested in this incident? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, case number: _____)</p>

Thank you for completing the Citizens Complaint form. The most effective way to file your complaint of police misconduct is to come into the Grass Valley Police Department and provide your completed form to a supervisor. This will allow investigators to personally interview you, which is an important part of the investigation of a complaint.

Return to: **Grass Valley Police Department**
129 South Auburn Street
Grass Valley, CA 95945