Complaint No.

_____

# PERSONNEL COMPLAINT FORM
# BUTTE COUNTY PROBATION

42 County Center Drive
Oroville, CA 95965
(530) 538-7661

## PROCEDURE FOR INVESTIGATING PERSONNEL COMPLAINTS AGAINST PROBATION STAFF

1. Please complete this form and return it to the Administrative Coordinator at the address listed above either by mail or in person. The responsible Assistant Chief Probation Officer, or his/her designee, will review your complaint.
2. A Probation Officer of appropriate authority will be assigned to investigate the complaint in a fair and objective manner.
3. The investigator will contact and interview the complainant.
4. All available witnesses will be interviewed.
5. After all evidence and interviews are obtained, the investigator shall make his or her findings known to the appropriate Assistant Chief Probation Officer.
6. All findings are subject to final review by the Chief Probation Officer. The Chief Probation Officer has final authority to matters regarding sustained, unsustained, unfounded or exonerated allegations.
7. Penal Code Section 832.7 states a sworn peace officer's personnel records are confidential and can only be disclosed through a special court order during criminal or civil proceedings. We cannot disclose any information regarding discipline.
8. The complainant's allegation (s), both verbal and written, shall be made available to the employee who is the subject of the complaint.

Name _____ Home Telephone: _____

Address: _____ Work Telephone: _____

Date and time incident occurred: _____

Employee's Name(s) (If known):_____ _____

Witness Name: _____ Witness Name: _____

Address: _____ Address:_____

Home Telephone: _____ Home Telephone: _____

Work Telephone: Work Telephone:

Does your complaint involve alleged racial or identity profiling? ☐ Yes ☐ No

If yes, check the appreciate boxes: ☐ race or ethnicity (including color) ☐nationality ☐ age ☐ religion ☐ gender
☐ gender expression ☐sexual orientation ☐mental disability ☐physical disability

Facts of Your Complaint:

_____

(Attach additional sheets as necessary)

In cases where it has been clearly shown a complaint was false and filed maliciously against an officer, that officer is entitled to file a civil action for defamation of character in accordance with Section 47.5 of the Civil Code.

**CIVILIAN'S COMPLAINT ADVISORY (Required by Penal Code Section 148.6(b)**

**YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A POLICE OFFICER FOR ANY IMPROPER POLICE OFFICER CONDUCT. FOR THE PURPOSE OF THIS ADVISORY, POLICE OFFICER INCLUDES PROBATION OFFICER. CALIFORNIA LAW REQUIRES THIS AGENCY TO HAVE A PROCEDURE TO INVESTIGATE CIVILIAN'S 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. CIVILIAN 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. Complainant signature: _____ Date: _____

Signature of Parent/Guardian, if complainant is under 18 years _____

Complaint received by: _____ Date: _____