



STOCKTON UNIFIED SCHOOL DISTRICT POLICE DEPARTMENT
640 NORTH SAN JOAQUIN STREET, STOCKTON, CA 95202 • (209) 933-7085

CITIZEN COMPLAINT FORM

YOUR INFORMATION				
REPORTING PERSON (LAST, FIRST, MIDDLE) OR <input type="checkbox"/> ANONYMOUS		DATE OF BIRTH	RACE	SEX
ADDRESS		MAIN PHONE NUMBER		
EMAIL ADDRESS		ADDITIONAL CONTACT PHONE OR EMAIL		

WITNESS(ES)		
NAME OF WITNESS 1	ADDRESS	PHONE NUMBER
NAME OF WITNESS 2	ADDRESS	PHONE NUMBER

INCIDENT INFORMATION	
DATE AND TIME OF INCIDENT	LOCATION OF INCIDENT
BADGE NUMBER OF OFFICER INVOLVED	NAME OF OFFICER INVOLVED
CASE OR INCIDENT #	ARE YOU ALLEGING RACIAL OR IDENTITY PROFILING? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, PLEASE INDICATE THE SPECIFIC TYPE OF PROFILING ALLEGED: RACE OR ETHNICITY (INCLUDING COLOR); GENDER, NATIONALITY, AGE, RELIGION, GENDER IDENTITY OR EXPRESSION, SEXUAL ORIENTATION, MENTAL DISABILITY, PHYSICAL DISABILITY:

PLEASE EXPLAIN YOUR COMPLAINT IN DETAIL (USE ADDITIONAL BLANK SHEETS IF NECESSARY):

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 CIVILIANS' 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. (PC 148.6)

SIGNATURE	DATE
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COMPLAINT RECEIVED BY	DATE
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COMPLAINT PROCEDURE

Overview of the Personnel Complaint Process

The Stockton Unified School District Police Department does not tolerate misconduct by its members and encourages you to let us know about the quality of service you or others receive from our employees. If you feel our service has been unsatisfactory or improper, you may submit a personnel complaint. The purpose of the complaint process is to correct and discourage improper employee conduct and to protect employees from unwarranted criticism when performing their job lawfully and within policy.

Who can make a Personnel Complaint?

Anyone can make a personnel complaint as long as they honestly believe a school police employee acted improperly.

How do I make a Personnel Complaint?

It is preferred that you make a complaint in person so you can meet with a supervisor and fully explain your concerns. You can meet with a supervisor at the police department, or a supervisor can come to your location. You can also make a complaint by phone or by mail. Complaint forms are available in the police department's lobby, or you can download a copy from the department's website.

What do I need to make a Personnel Complaint?

The more information you can provide about your concern, the easier it will be to investigate what happened. If you can, you should provide the names and badge numbers, or descriptions of the employees involved. If there are witnesses or other people directly involved, it will be helpful to have their contact information. You will be asked to provide as much as possible including the date, time, and location of the incident, as well as a thorough description of what occurred.

Can I Remain Anonymous?

You may submit an anonymous personnel complaint; however, it may be most helpful during the investigation to contact you should we need additional information. Also, we would be unable to inform you of the finding.

Who Investigates my Personnel Complaint?

Personnel complaints are assigned to a supervisor or external investigator trained in investigating complaints. This supervisor will generally not be the same individual directly involved in the behavior or incident you are reporting. Assigned supervisors are of a rank greater than the accused employee.

What Happens to the Employee?

If the employee is found to have acted improperly, the results are sustained, and appropriate corrective or disciplinary action will be taken. If the employee acted properly, the employee will be exonerated. If it is determined the allegation did not occur, or did not involve department personnel, or it is deemed frivolous, the finding is considered to be unfounded. If it is not possible to prove or disprove the complaint, the finding will be not sustained.

Will I be Informed of the Results?

You will be contacted by the supervisor assigned to investigate the personnel complaint throughout the process. When the investigation has been completed, you will be notified of the finding (sustained, exonerated, unfounded, or not sustained). However, if you submitted anonymously, we will be unable to inform you of the results. Complaints are retained by the department for five years.

What are my Rights as a Complainant?

You have the right to have your complaint investigated and to be protected from retaliation. You have the right to a copy of the Personnel Complaint process and a copy of your completed complaint form. You have the right to be given written notification of the results (finding) of the investigation within 30 days of its completion.

CONTACT INFORMATION

Stockton Unified School District Police Department
640 North San Joaquin Street
Stockton, CA 95202
Lobby Hours: Monday – Friday, 8:00am – 4:00pm
Webpage: <https://stocktonusdpolice.org/>