



COUNTY OF SANTA BARBARA
PROBATION DEPARTMENT
Citizen Complaint Form

Section 148.6 of the Penal Code requires that any law enforcement agency accepting an allegation of misconduct against a peace officer shall require the complainant to read and sign the following advisory:

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 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.

Signature of complainant

Date

COMPLAINANT INFORMATION

Print Full Name: _____ **Date:** _____

Home Address: _____

City: _____ **Zip code:** _____

Cell phone number: _____ **Work phone number:** _____

Email address: _____

Instructions for filing a complaint: The Santa Barbara County Probation Department takes complaints regarding their officers very seriously, and has an established policy and procedure for receiving, investigating, recording and disposing of all citizen complaints. You may file a complaint either in person or by mail, with any employee of the department. You are encouraged to provide as much detail as possible about the incident, including the time, date and location of the incident, the name of the employee(s) involved, and the names and contact information of any witnesses. Every complaint of misconduct will be reviewed to determine the appropriate level of investigation.

Summary of complaint process: Once your complaint is filed, the Chief Probation Officer will assign an officer to gather all information relevant to the allegations of misconduct listed in this complaint. Should the allegation against the employee be sustained, the Chief Probation Officer or a designee will determine appropriate corrective action. Due to the confidential nature of personnel matters, you are not entitled to specific information regarding the outcome of the complaint. You will be notified in writing within 30 days of final disposition only that the allegation was determined to be either

- Unfounded (The allegation was not supported by the evidence),
- Exonerated (The incident occurred, but the employee involved acted lawfully and properly),
- Not Sustained (There was insufficient evidence to either prove or disprove the allegation), or
- Sustained (The allegation was supported by the evidence).

Name of officer(s) involved: _____

Date of incident: _____ Time of incident: _____

Name of witness: _____

Address of witness: _____

Cell phone number of witness: _____

Description of complaint: (Please provide details of incident, and use additional pages if necessary)

Suggested Resolution: _____

Signature of Complainant

Date

For Probation Use Only

- Complaint received by mail on _____ by _____.
- Complaint received in person by _____ on _____.

ALL COMPLAINTS ARE TO BE ROUTED IMMEDIATELY TO PSU