



# 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 finding 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:	
<p>*Attach additional pages if needed.</p>	

PROFILING		
Did profiling occur? <i>If so, check all that apply.</i>		
<input type="checkbox"/> <b>No Profiling Occurred</b>	<input type="checkbox"/> Gender	<input type="checkbox"/> Physical Disability
<input type="checkbox"/> Race	<input type="checkbox"/> Gender Expression	<input type="checkbox"/> Mental Disability
<input type="checkbox"/> Nationality	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Age
<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion	<input type="checkbox"/> Other: _____

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
Did you sustain injuries? <input type="checkbox"/> No <input type="checkbox"/> Yes (Describe injuries, if any: _____)
Did you receive medical attention: <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, where: _____)
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
Where you arrested in this incident? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, case number: _____)

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.

*It should also be noted that 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 (Penal Code 148.6). You should also be aware that if you knowingly and maliciously make a false report complaint of misconduct against an officer, that officer may seek monetary damages from you in civil lawsuit (Civil Code 47.5).*

I have read and understand the above statement: \_\_\_\_\_  
Complainant's Signature

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