FULLERTON POLICE DEPARTMENT
PERSONNEL COMPLAINT

_____
Police Report Number

MESSAGE FROM THE CHIEF OF POLICE

As members of the Fullerton Police Department, we strive to provide responsive and professional service to the community we serve. The Department recognizes the importance and responsibility of maintaining the highest degree of public trust.

In order for us to maintain this objective it is the policy of the Fullerton Police Department to accept and thoroughly investigate all complaints of alleged misconduct by any member of the Department. Your complaint will be investigated in a timely and thorough manner. The complaint process has two goals; to correct improper employee conduct, and to protect the employee from unwarranted criticism when their actions were lawful and justified.

We are always interested in improving our service and relationship with all community members. You can be assured that your complaint will be given our full and complete attention.

PERSONNEL COMPLAINT 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 personnel 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. Personnel complaints and any reports or findings relating to complaints must be retained by this agency for at least five years.

QUEJA DE JUNTA DE CIUDADANOS

Usted tiene el derecho de hacer una queja contra un agente de policia por cualquier conducta policiaca inapropiada. La ley de California requiere que esta agencia tenga un procedimiento para investigar las quejas de los ciudadanos. Usted tiene el derecho a recibir una descripcion escrita de este procedimiento. Si despues de una investigacion esta agencia no encuentra suficientes pruebas para justificar una accion sobre su queja; aun asi, usted tiene derecho que se investige su caso, si es que usted cree que un oficial se comporto inapropiamente. Las quejas de los ciudadanos y los reportes relacionados con la investigacion que haga esta agencia, seran archivados por 5 años.

Section 1 *(Complainant to complete this section and Section 2)*

Complainant's Full Name	Sex	Age	Bus. Phone ( )		Cell/Pager ( )
Residence Address	City		State	Zip	Res. Phone ( )
Location of Occurrence				Date Occurred	Time Occurred
Employee #1 Involved	Badge #	Employee #2 Involved			Badge #
Witness #1	Address				
City	State	Zip	Res. Phone ( )	Bus. Phone ( )	Cell/Pager ( )
Witness #2	Address				
City	State	Zip	Res. Phone ( )	Bus. Phone ( )	Cell/Pager ( )

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Section 2 *(Complainant to complete this section, and sign the bottom of the section)*

NARRATIVE INSTRUCTIONS
In the space below, explain in your own words exactly what the officer did or did not do that you believe was wrong. If you know, give the officer's name or description and the names of any witnesses. Be as factual and complete as possible. Use as many pages (Citizen Complaint Narrative Continuation) as needed to write your statement. Please sign at the bottom of each page submitted.
COMPLAINANT'S SIGNATURE

Section 3 *(To be completed by Police Department Personnel only)*

Complaint Received By			Date Received	
Initial Interview By (conducted at time complaint received)	P#	Rank	Date	Time
Preliminary copy provided to Administration ☐ Date: By:				
Complaint to be handled by: ☐ Watch Level ☐ Professional Standards Bureau				
☐ Reclassified to Inquiry Status Authorized By:				

Possible Violation(s):

1. _____
2. _____
3. _____
4. _____

_____
Watch Commander (or equivalent)

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Narrative Continuation ***(Complainant to sign the bottom of each page submitted)***

COMPLAINANT'S SIGNATURE