



# SAN JOAQUIN COUNTY PROBATION DEPARTMENT

Steve Jackson Chief Probation Officer

Complaint No. \_\_\_\_\_

## CITIZEN'S COMPLAINT FORM SAN JOAQUIN COUNTY PROBATION

Juvenile Court and Field Services  
575 W. Mathews Road  
French Camp, Ca. 95231  
(209)468-4000

Juvenile Detention Facilities  
535 W. Mathews Rd.  
French Camp, CA 95231  
(209) 468-2000

Adult and AB109 Services  
24 S. Hunter St  
Stockton, CA 95202  
(209) 953-7812

Administration  
575 W. Mathews Rd.  
French Camp, CA 95231  
(209) 468-4068

### PROCEDURE FOR INVESTIGATING CITIZEN'S COMPLAINT AGAINST PROBATION STAFF

1. Please complete this form and return it to the appropriate probation division listed above either by mail or in person. The responsible Division Director, or his or her designee, will accept the 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 probation division director.
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: _____	
Deputy P.O., Group Counselor, Civilian 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.

#### CITIZEN'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 CITIZEN'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. CITIZEN 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: \_\_\_\_\_ Date: \_\_\_\_\_

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

Complaint received by: \_\_\_\_\_ Date: \_\_\_\_\_