



## MT. SAN ANTONIO COLLEGE POLICE & CAMPUS SAFETY DEPARTMENT

# **COMPLAINT FORM**

### **REPORTING PARTY**

Full Name	Home Phone	Cell Phone	
Address	City S	tate Zip Code	
Email Address	Best Way to Reach You		
	🗆 Phone 🗆 Email 🗆 U	IS Mail 🛛 Any of these	

#### EVENT DESCRIPTION

Date of Event	Time of Event	Location of Event		
Name(s) or Descript	ion(s) of Employee(s)	Involved		
Names & telephone	numbers of witnesses	s present at the time of event (if known)		
Please describe what happened from beginning to end. Be as clear, specific, and detailed as you can be. Include any information you have that will help us investigate your complaint. Explain the actions you feel were improper and how the complaint could be resolved to your satisfaction. Attach additional pages if necessary. Submit any evidence you feel is important (e.g., copies of citations, photographs, recordings, etc.).				



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# **COMPLAINT FORM**

This Legal Advisement and Acknowledgement is required by Penal Code § 148.6:

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 OR BE SUBJECT TO A CIVIL LAWSUIT.

Signature

Date

	DEPARTMENT USE ONLY				
D	ate & Time Received	Received By	Assigned I.A. No.		