Page 1 of 4



CALIFORNIA DEPARTMENT OF JUSTICE POLICY GOVERNING CITIZEN COMPLAINTS AGAINST LAW ENFORCEMENT

PURPOSE

This general policy establishes guidelines governing the manner in which the Department of Justice will respond to complaints by members of the public against a law enforcement agency or its employees.

GENERAL POLICY

It is the Department of Justice general policy that local government will be primarily responsible for citizen complaints against law enforcement agencies or employees of law enforcement agencies, and that appropriate local resources (e.g. sheriff or police department and district attorney) be utilized for resolution of such complaints prior to a request for intervention by the Attorney General.

The Attorney General will review citizen complaints against a law enforcement agency or its employees for possible investigation when substantive allegations of unlawful conduct are made and all appropriate local resources for redress have been exhausted, or when the local district attorney is the subject of the complaint. Allegations of police misconduct that are not criminal are handled exclusively by the law enforcement agency.

ADMINISTRATION OF GENERAL POLICY

All complaints against law enforcement agencies or employees of those agencies will be initially processed and reviewed by the Attorney General's Public Inquiry Unit (PIU). To expedite processing and ensure accuracy, all complaints must be submitted to the PIU in writing. Those which do not meet the policy criteria above will be responded to by the Public Inquiry Unit. This response will inform complainants of the appropriate local resources to be contacted for resolution of complaints and/or request clarifying information as needed.

Complaints appearing to meet the aforementioned policy criteria will be immediately forwarded by the Public Inquiry Unit for acknowledgment and handling to both the Senior Assistant Attorney General, Criminal Law Division (CLD), in the area having geographical jurisdiction and also to the Senior Assistant Attorney General of the Civil Rights Enforcement Section (CRES) of the Division of Public Rights. Both recipients of the complaint shall confer, as often as is necessary or prior to any action, to both keep each other informed about developments in their respective evaluations and also to coordinate investigative or litigation activities. All proposed legal actions (i.e. the filing of criminal charges or civil litigation) must be reviewed and approved by the Chief Deputy Attorney General for Legal Affairs.

Where appropriate and requested by the CRES and/or the CLD, the Division of Law Enforcement shall provide investigative assistance.

Questions regarding the guidelines that govern responses to citizen complaints against law enforcement agencies and/or personnel of those agencies should be directed to the Public Inquiry Unit at (916) 210-6276 or toll-free (800) 952-5225.



COMPLAINT ABOUT PEACE OFFICERS/ LAW ENFORCEMENT AGENCY

Please read the Information Collection, Use and Access notice on page 4.

Mail Form to:

Public Inquiry Unit Office of the Attorney General P.O. Box 944255 Sacramento, CA 94244-2550

PUBLIC INQUIRY UNIT (916) 210-6276 / (800) 952-5225 Toll Free - CA only TTY/TDD (800) 735-2929 (California Relay Service)

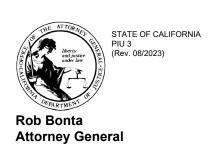
For TTY/TDD, dial 711.

AG Web Site: https://oa	ig.ca.gov/								
SI	ECTION 1 - P	OLICY FOR F	REVIEWING	CITIZEN COMPL	AINTS A	GAINST LAW EN	IFORCEMENT		
Under the general policy appropriate local author made and all appropriat	ities. The Attor	ney General wil	l review comp hausted.	laints for possible in	vestigation	n when substantive a			
				2 - TYPE OF CO					
This is a complaint	about a law enf	orcement office				mplaint about a law	enforcement age	ncy.	
			SECTION	N 3 - YOUR INFO	RMATIO	N			
First Name:				MI:	Last N	lame:			
Address:									
City:			County:			State:	Zip Code:		
Phone:	E-mail Address:						Year of Birth (optional):		
Gender (optional):	Female Male Transgender Woman/Girl				Tra	Transgender Man/Boy Gender Nonconforming			
	☐ Not Listed ☐ Prefer Not to Answer								
Ethnicity (optional):	American Indian / Alaska Native Asian / Pacific Islander Black / African American						American		
	Hispanic / Latinx Middle Eastern South Asian White / Caucasian Multiracial								
	Not Listed Prefer Not to Answer								
Relationship to Incident:	Victim [Witness	Family Memb	ber / Friend Co	ncerned C	Citizen			
			SECTION 4	4 - INCIDENT INF	ORMATI	ON			
Name of Agency / Agencies Involved:									
Name of Officer(s) Involved (Provide Badge Numbers if Known):									
			SECTIO	N 5 - INCIDENT	DETAILS	3			
Date of Incident:		Time:	1.0	ocation:					
Type of Incident:	Arrest	Call for Servi		h in Custody] Job Rela	ated Dishonesty	Officer Involved	Shooting	
	Officer Involved Sexual Assault Traffic Stop Use of Force - Baton/Fist Strikes Use of Force - Carotid Hold								
	Use of Force - K-9 Use of Force - Less Lethal Projectile Use of Force - Pepper Spray/OC/Tear Gas								
	Use of Force - Taser Use of Force - Other								
Is There a Summons or			ident?					YES	NO 🗆
			ident:						1
Does the Complaint Involve the Death of a Civilian? If Yes, Name of Civilian:							YES 🗀	NO L	
Names of any Persons Injured:									
		SEC	TION 6 - EX	HAUSTION OF L	OCAL RI	EMEDIES			1 -
Has this incident been re								YES	NO L
If yes, p	lease attach a	copy of your cor	mplaint(s) to th	ne local authorities a	and their re	sponses. Do not sei	nd original docun	nents.	



COMPLAINT ABOUT PEACE OFFICERS/ LAW ENFORCEMENT AGENCY

SECTION 7 - NARRATIVE/SUMMARY OF INCIDENT									
Please provide specific information about the alleged unlawful conduct and detail your efforts to resolve this clevel. If more space is needed, attach additional pages.	complaint at the local	Total # Pages Attached:							
SECTION 8 - STATEMENT									
I affirm that the information herein is true and accurate.		☐ YES ☐ NO							
Signature:	Date:								



COMPLAINT ABOUT PEACE OFFICERS/LAW ENFORCEMENT AGENCY

Information Collection, Use and Access

Collection and Use of Personal Information. The Public Inquiry Unit of the Department of Justice collects the information requested on this form as authorized by Government Code Section 11180 and Civil Code Section 52.3. The Unit uses this information to review your complaint. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at

https://oag.ca.gov/privacy-policy.

Providing Personal Information. You do not have to provide the personal information requested. If you do not wish to provide personal information, such as your name, home address, or home telephone number, you may remain anonymous. In that case, however, we may not be able to contact you or help resolve your complaint.

Access to Your Information. You may review the records maintained by the Public Inquiry Unit in the Department of Justice that contain you personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to follow up on your complaint, we may need to share the information you give us with the party you complained about or with other government agencies.

The information you provide may also be disclosed in the following circumstances:

- · With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as investigations or for licensing, certification, or regulatory purposes;
- · To another government agency as required by state or federal law.

Contact Information: For questions about a written complaint that you submitted to the Public Inquiry Unit, please fill-out and submit our online form, available at:

https://oag.ca.gov/contactus

Please specify in the "Comments, Concern or Information" section the specific Public Inquiry Unit record that you are seeking. Or you may mail your request to Analyst, Public Inquiry Unit, Office of the Attorney General, P.O. Box 944255, Sacramento, CA 94244-2550. In addition, if you are seeking records maintained by another Department of Justice program, you should contact that program directly.