**Ross Police Department**
33 Sir Francis Drake Blvd / P.O. Box 320
Ross, California 94957
Erik Masterson, Chief of Police
415-453-1453
**PERSONNEL COMPLAINT FORM**

Complainant's Name: _____     Date of Birth: ___/___/___

Street: _____ City: _____ State: _____ Zip: _____

Home Phone: (_____) _____ Business Phone :(_____) _____

## INCIDENT INFORMATION

Date of Incident: _____/_____/_____     Time of Incident:_____ : _____ AM / PM

Location of Incident: _____

POLICE EMPLOYEE(S) INVOLVED Name: _____     Badge Number: _____

## ALLEGED COMPLAINT

(Please be very specific and detailed. Please list all witness information. Attach additional pages if needed.)

_____
_____
_____
_____
_____
_____

Any person desiring to report misconduct or improper job performance by a police employee will be first directed to the employee's immediate supervisor. The supervisor will meet with you to initially discuss your complaint. Sometimes issues can be resolved at this point by the supervisor, who may be able to answer your questions and concerns. The supervisor will assist you with completing the complaint form if you feel your concerns were not answered to your satisfaction. Your complaint will then be forwarded to the Chief of Police.

The Chief of Police will review your complaint and order an investigation into your complaint. An investigator will be assigned to fully investigate your complaint. The investigator will contact you and request an interview with you. The investigator will gather all facts and evidence and prepare a report for the Chief of Police. Each allegation of misconduct is examined on its own merits in an objective manner.

The Chief of Police will review the investigation and render a finding. Within 30 days of the Chief's finding, you will be notified in writing of the finding. To comply with State law, the police department retains personnel complaints for a period of five (5) years.

You can bring this complaint form to the police department, email the form to the chief of police emasterson@townofross.org, or mail it to the above address.

_____
Complainant's Signature and Date