SAN JOSE STATE UNIVERSITY POLICE DEPARTMENT
One Washington Square, San Jose CA 95192 (408) 924-2222
PERSONNEL COMPLAINT FORM

Please Print:

COMPLAINANT NAME: ____________________________________________________________

ADDRESS: ___________________________________________________________________

TELEPHONE: (HOME) _______________________   (WORK) __________________________

TYPE OF COMPLAINT: ___________________________________________________________

LOCATION OF OCCURRENCE: ______________________________________________________

DATE AND TIME OF OCCURRENCE: ______________________________________________

SJSUPD PERSONNEL INVOLVED: _________________________________________________

_____________________________________________________________________________

WITNESSES: (LIST NAMES/ADDRESSES/TELEPHONE NUMBERS): ______________________

_____________________________________________________________________________

DETAILS OF COMPLAINT (USE BACK OF FORM IF NEEDED): ____________________________

_____________________________________________________________________________

_____________________________________________________________________________

You have the right to file an allegation regarding any conduct by a member of the San Jose State
University Police Department. You are entitled to a copy of your statement at the time you file the
allegation. California Law requires this agency to have a procedure to investigate citizens’ 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.

Additionally, complaints of discrimination based on race, color, national origin, sex, disability, religion,
sexual orientation, marital status, national origin, ancestry or age against the University Police
Department can be filed with the Office for Equal Opportunity (OEO). The OEO may be contacted at
One Washington Square, San José, CA 95192 or by phone at (408) 924-2255.

I HAVE READ AND I UNDERSTAND THE ABOVE STATEMENT:

SIGNED: _________________________________________  DATE/TIME: _________________

(Complainant)

UPD EMPLOYEE RECEIVING COMPLAINT: __________________________________________

DATE/TIME: ______________________________

YOU WILL BE CONTACTED BY AN INVESTIGATOR

For office use only

COMPLAINT NUMBER: ________________ ASSOCIATED CASE NUMBER: ________________