



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: _____

