

**NEVADA COUNTY
SHERIFF'S OFFICE**



SHANNAN MOON
SHERIFF/CORONER
PUBLIC ADMINISTRATOR

PERSONNEL COMPLAINT FORM

You have the right to make a complaint against Sheriff's Office personnel for any improper conduct. California law requires this agency to have a procedure to investigate personnel 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 our employee behaved improperly. Personnel complaints and any reports or findings relating to complaints must be retained by this agency for a period of no less than five (5) years where there is not a sustained finding of misconduct and for not less than fifteen (15) years where there is a sustained finding of misconduct. (Penal Code 832.5(b))

SECTION 1: INCIDENT INFORMATION		
DATE OF INCIDENT (MM/DD/YYYY)	TIME (AM/PM)	NAME OF AGENCY INVOLVED
LOCATION OF INCIDENT		

SECTION 2: COMPLAINANT INFORMATION			
FIRST NAME	LAST NAME		
DATE OF BIRTH (MM/DD/YYYY)	GENDER		
	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary		
ETHNICITY			
<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black or African <input type="checkbox"/> American Hispanic or Latino <input type="checkbox"/> Middle Eastern <input type="checkbox"/> South Asian <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Multiracial <input type="checkbox"/> Not Listed <input type="checkbox"/> Prefer Not to Answer			
PHONE	EMAIL		
STREET ADDRESS			
CITY	STATE/PROVINCE	POSTAL/ZIP CODE	COUNTRY
RELATIONSHIP TO THE INCIDENT			
<input type="checkbox"/> Victim <input type="checkbox"/> Witness <input type="checkbox"/> Family Member / Friend <input type="checkbox"/> Concerned Citizen <input type="checkbox"/> Coworker <input type="checkbox"/> Other			

SECTION 3: INCIDENT INFORMATION	
Employee's actions were Serious Misconduct as defined in California Penal Code 13510.8, check all that apply	
<input type="checkbox"/> Dishonesty <input type="checkbox"/> Abuse of Power <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Sexual Assault <input type="checkbox"/> Demonstrating Bias <input type="checkbox"/> Violation of law <input type="checkbox"/> Participate in Law Enforcement Gang <input type="checkbox"/> Failure to Intercede <input type="checkbox"/> Other: _____	
Employee's actions showed bias, check all that apply	
<input type="checkbox"/> Race or Ethnicity <input type="checkbox"/> Nationality <input type="checkbox"/> Gender <input type="checkbox"/> Age <input type="checkbox"/> Religion <input type="checkbox"/> Gender Identity or Expression <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Mental Disability <input type="checkbox"/> Physical Disability	
INVOLVED OFFICER'S NAME(S)	BADGE NUMBER OR ID NUMBER OF THE OFFICER

PLEASE DESCRIBE COMPLAINT ON NEXT PAGE



Nevada County Sheriff's Office Personnel Complaint Process

Although not required, it is desirable that you come to the Sheriff's Office to complete a complaint form. Complaints may be made via telephone, mail, email, or any other format. You will be asked to complete as much information as possible to assist us in the investigation of your complaint.

Personnel Complaint

Generally, the supervisor of the employee/s who is the subject of the complaint will investigate the matter and report to the Undersheriff. The Undersheriff will then prepare a written response outlining our findings. We make every effort to send you a written response within 30 days of the date we receive your complaint.

Administrative Investigation

There may be times when the seriousness of the matter brought to our attention leads us to assign your complaint to one of our Administrative Investigators. All information received will be treated confidentially by the Sheriff's Office. After completing the investigation, a complaint disposition shall be made, based on each alleged act of formal misconduct. You will be notified of the results of the investigation; however, you may not be allowed information contained within the investigation—only the disposition.

When complaints are found to be sustained, the Sheriff shall administer the appropriate corrective and/or disciplinary action.