

**VENTURA COUNTY DISTRICT ATTORNEY  
800 SOUTH VICTORIA AVENUE  
VENTURA, CALIFORNIA 93009**

**CITIZEN'S COMPLAINT PROCEDURE**

The Ventura County District Attorney's Office has established rules of conduct for its employees and guidelines for appropriate corrective action when those rules are breached. In addition to providing citizens with a procedure to present their complaints, the system protects employees from false charges and unwarranted criticism.

The Special Investigations Unit

A function of the Special Investigations Unit is to protect the integrity of the Office of the District Attorney and its personnel, both sworn and professional staff. The investigation of certain minor allegations is handled at the division level by an employee's immediate supervisor. Serious complaints are investigated by the Special Investigations Unit.

How to Register a Complaint

While the District Attorney's Office does not actively solicit complaints against its personnel, it encourages any person who believes he or she has a valid complaint to come forward. Only by knowing about internal problems can the Chief Investigator or his designee deal with them properly.

You may register a complaint in person, by mail or phone. If you have a complaint, contact the Administration Division of the Bureau of Investigation at (805) 477-1642, Monday through Friday, from 8:00 a.m. to 5:00 p.m. You may also mail your complaint to the Bureau of Investigation, 646 County Square Drive, Suite 200, Ventura, CA 93003, or speak to the Duty Investigator in person at the District Attorney's Office, located in the Hall of Justice building at 800 S. Victoria Avenue, Suite 300. Complaints may also be registered with any member of the District Attorney's Office.

It is necessary that as much specific information as possible be provided about the incident, including time and date of occurrence, location, the employee's name (if you know it), and names of witnesses, if any.

Every complaint of misconduct, regardless of its nature is reviewed for an appropriate level of investigation.

Investigation of Complaints

The Special Investigations Unit, acting on behalf of the Chief Investigator, will assign your complaint to an investigator or to the appropriate supervisor in the employee's division through the chain of command. A comprehensive investigation will be conducted.

Upon completion of the investigation of your complaint, it will be reviewed by the Chief Investigator or his designee, as well as the employee's supervisor. The disposition of your complaint will be determined in one of four ways:

- Unfounded**    The allegation is not supported by the evidence.
- Exonerated**    The incident complained of occurred, but the employee involved acted lawfully and appropriately
- Not Sustained**    The investigation did not disclose enough information to either prove or disprove the allegation.
- Sustained**    The allegation is supported by the evidence.

If the allegation is sustained against the employee, the Chief Investigator or a supervisor acting on the Chief Investigator's behalf will take proper corrective measures. These measures may include additional training, verbal or written reprimand or suspension without pay. In severe cases, the Chief Investigator or District Attorney may demote an employee or terminate the employee from the Office.

Employees are notified promptly of any action taken against them.

**CALIFORNIA LAW PROHIBITS THE CHIEF INVESTIGATOR FROM REPORTING BACK TO YOU THE SPECIFICS OF THE INVESTIGATION OR THE EXTENT OF ANY ACTION, WHICH MAY RESULT FROM YOUR COMPLAINT.**

**VENTURA COUNTY DISTRICT ATTORNEY'S OFFICE  
BUREAU OF INVESTIGATION  
SPECIAL INVESTIGATIONS UNIT  
646 COUNTY SQUARE DRIVE, SUITE 200  
VENTURA, CALIFORNIA 93003**

CITIZEN'S COMPLAINT FORM

Complainant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date/Time of Incident or Action: \_\_\_\_\_

Names, addresses and phone numbers of witnesses or others involved:

\_\_\_\_\_

\_\_\_\_\_

Name of the employee(s): \_\_\_\_\_

Was an investigator involved? Yes \_\_\_ No \_\_\_ Can you identify the investigator? Yes \_\_\_ No \_\_\_

If yes, give the badge number and name, if known: \_\_\_\_\_

Please use the back of this form and explain, in your own words the action or inaction that caused this complaint: (attach additional pages, if necessary)

**California Penal Code §148.6 states:**

**You have the right to make a complaint against an investigator for any improper police conduct. California law requires this agency to have a procedure to investigate citizen's 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's complaints and any reports or findings relating to complaints must be retained by this agency for at least five years.**

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT:

\_\_\_\_\_

Signature of Complainant

Date

FILING A FALSE COMPLAINT AGAINST A PEACE OFFICER MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY. If you file a false complaint against a peace officer alleging misconduct, criminal conduct, or incompetence, you may be sued for defamation under Civil Code section 47.5. If your false complaint alleges criminal conduct, you may also be prosecuted under Penal Code section 148.5.

Rec'd by: \_\_\_\_\_

Date: \_\_\_\_\_

Description of complaint:

Horizontal lines for writing the description of the complaint.