

## SACRAMENTO COUNTY SHERIFF'S OFFICE

# JIM COOPER Sheriff

#### CITIZEN COMPLAINT INFORMATION

#### About us

The Sacramento County Sheriff's Office is responsible for protecting the lives of the citizens of Sacramento County. This Office receives more than 700,000 calls for service annually. Deputies serve as arbitrators in thousands of cases where they are asked to resolve differences between individuals or groups. Many times the decisions made by deputies will restrict the freedom and liberty of these persons. Often these decisions materially affect the course of people's lives.

Each year the Sheriff's Office is also responsible for the processing and care of over 60,000 individuals booked into our correctional facilities. Our deputies are highly trained and serve with professional pride, and they want you, the citizen, to share this pride.

We fully realize that our involvement in complex and often emotionally charged situations may not always result in a level of performance you, the citizen, have grown to expect. For this reason, the Sheriff's Office has a well-defined procedure for assisting citizens who wish to voice their grievances against our operations, policies, or employee conduct.

All investigations are thorough, objective, and are aimed at maintaining public confidence and departmental integrity. The goal is neither to condemn nor to exonerate, but rather to identify and evaluate all the facts surrounding the incident in question.

Complaint effect on criminal prosecution

The investigation within the Sheriff's Office of the conduct of its employees, and the District Attorney's prosecution of a criminal case are two entirely separate matters. If a person arrested by Sheriff's Deputies files a citizen's complaint against those deputies, such action will in no manner affect the prosecutor's independent decision to proceed with the criminal action.

Legal advisement and acknowledgment The following advisement is required by state law:

YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A POLICE OFFICER FOR ANY IMPROPER POLICE CONDUCT. 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.

I have read and understood the above	statement.
Signature of Complainant	Date

(7400-160a REV. 11/2025) continued on reverse

# Complaint procedure

Every citizen has the right to lodge a complaint against either the Sheriff's Office or any individual member employed by the office. Initial complaints may be made by telephone or letter. However, it will be necessary that the complainant be available for a personal interview. Complaint forms are available at the public counters of all Sheriff's buildings and can also be obtained by contacting the Internal Affairs office. Completed forms may either be delivered or mailed to:

 SACRAMENTO COUNTY SHERIFF'S OFFICE INTERNAL AFFAIRS
 4500 ORANGE GROVE AVENUE SACRAMENTO, CA 95841 TELEPHONE: (916) 874-5098

# What happens next

When a complaint is received by the Internal Affairs office, a thorough investigation will be conducted. Upon completion of the investigation, all findings are directed through divisional supervisors, along with their respective recommendations, to the Sheriff for his final decision.

# Other contacts

In all cases, the citizen making the complaint is informed of its final disposition to the extent allowed by the law. Although department investigators will exert every effort to determine the facts of each situation, in those instances where the citizen feels that a proper investigation has not been conducted, the Sheriff's Office urges that person to seek further recourse through any of the outside agencies listed below.

- SACRAMENTO COUNTY DISTRICT ATTORNEY'S OFFICE 901 G STREET SACRAMENTO, CA 95814 TELEPHONE: (916) 874-6218
- CALIFORNIA DEPARTMENT OF JUSTICE 4949 BROADWAY SACRAMENTO, CA 95820 TELEPHONE: (916) 227-3244
- FEDERAL BUREAU OF INVESTIGATION 2001 FREEDOM WAY ROSEVILLE CA 95678 TELEPHONE: (916) 746-7000

## SACRAMENTO COUNTY SHERIFF'S OFFICE

## CITIZEN COMPLAINT FORM

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1	FOR OFFICIAL USE ONLY	6
V	FILE NO.	0
K	FILE NO.	И
K		

REPORTING PERSON (LAST, FIRST, MIDDLE NAME)			RACE	SEX	DOB (M	M/DD/YY)			
RESIDENCE ADDRESS (ADDRESS AND ZIP CODE)							TELEPHONE		
BUSINESS OR SCHOOL							TELEPHONE		
VICTIM OF ALLEGED INCIDENT									
VICTIM (LAST, FIRST, MIDDLE NAME)	SAME	DOB (N	MM/DD/YY)			AGE	ARRESTED	YES NO	
RESIDENCE ADDRESS (ADDRESS AND ZIP CODE)		TELEPH	PHONE				ATTORNEY	OR REPRESENTATIVE	
BUSINESS OR SCHOOL TELEF			EPHONE				TELEPHON	ENO.	
NAME OF EMPLOYEE (IF KNOWN)									
NAME	DIVISION	RANK	BADGE	CA	R NO.	DESCRIPT	ION		
NAME	DIVISION	RANK	BADGE	CA	R NO.	DESCRIPTIO	N		
NAME	DIVISION	RANK	BADGE	CA	R NO.	DESCRIPTIO	N		
WITNESSES									
NAME	ADDRESS						TELEPHONE		
NAME	ADDRESS						TELEPHONE		
NAME	ADDRESS						TELEPHONE		
DETAILS OF COMPLAINT OR CRITICISM: IT IS IMPORT FULLY INVESTIGATED. PLEASE USE REVERSE SIDE OF TIME AND DATE OF INCIDENT		M, IF NE		Y.	JAL DE	TAILS AS		E SO THE INCIDENT MAY BE	
I CERTIFY THESE STATEMENTS TO BE TRUE AND ACCURATE TO	THE BEST OF I	MY KNOWL	.EDGE ANI	D BELIE	≣F:				
>SIGNATURE OF REPORTING PERSON		9	IGNATI IRE	OF PARE	NT/GHA	RDIAN (IF LIND	ER 18 YFARS	OLD)	
				SIGNATURE OF PARENT/GUARDIAN (IF UNDER 18 YEARS OLD)  IF YES, NUMBER OF PHOTOGRAPHS					
								DATE TIME DECEMBED	
SIGNATURE OF PERSON RECEIVING COMPLAINT		B.	ADGE NO.	DIVIS	SION	TELEPHON	IE.	DATE/TIME RECEIVED	

REPORTING PERSON	(NAME)	DATE OF COMPLAINT