# SAN JUAN POLICE DEPARTMENT
# CITIZEN COMPLAINT REPORT

Complaint Control No: _____

| | | | | | |
|---|---|---|---|---|---|
| Instructions: | Officer will assist you in completing this report. The cooperation of the complainant is important and desired but it is not mandatory. | | | | |
| Complainant: First, Middle, Last | Address: | | | Apt# | Phone# |
| Complainants: | Age | Race | Sex | Occupation: | |
| Business Name: | Business Address: | | | | Phone# |
| Name(s) of Witnesses: | Address: | | | Apt# | Phone# |
| | | | | | |
| | | | | | |
| Name of Police Division member complained of: (if unknown, provide description of officer) | | | | | |
| Name: | | | Badge No. | Unit or Assignment: | |
| | | | | | |
| | | | | | |
| When: | Month: | Date: | Year: | Time of Day: | Location: |

Details of Complaint: (Use Supplement, if necessary)

_____ _____

Signature of Person Assisting Signature of Complainant

Subscribed and Sworn to before me
the undersigned authority on this _____ day of _____ ,20 _____

_____
Notary Public

| | | |
|---|---|---|
| Time Reported: | Date Reported: | Location Recorded: |

Signature/Officer receiving Complaint:

_____

_____

SAN JUAN POLICE DEPARTMENT
CITIZEN'S SUPPLEMENT FORM

## Citizen Complaint Procedures

**If I as a citizen have a complaint against an officer and/or employee what would I need to do?**

If you wish to make a complaint against an officer and/or employee you can contact us by phone, mail or in person. All complaints will be heard and evaluated. If you wish to make a complaint in person and speak to a supervisor, you will be referred to the most available supervisor (SGT.) or Officer In-Charge (O.I.C.). If there is not a Sgt. or O.I.C. on duty your complaint will be referred to the Lieutenant. **The cooperation of the complainant is important and desired but it is not mandatory.** All complainants will be contacted formally to follow-up on their concerns. **We will make every effort to resolve citizen complaints within 30 days of filing.**

This agency will offer our citizens an option of having their complaint involving allegations of misconduct by a police employee to be mediated rather than investigated in the normal manner. The Police Department's Office of Professional Responsibility will designate which specific complaints can be offered to be resolved through mediation.