

University of California Merced Police Department
Citizen Report Form

CIU# _____

- Personnel Commendation (Complete Section II)
- Suggestion to Enhance Service (Complete Section II)
- Personnel Complaint (Complete Sections I and II)

UC Merced Police Department
5200 Lake Road, Merced CA 95343

(209) 228-2677

(Please print or type)

SECTION I

Incident Date:	Incident Time:	Incident Location:
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Complaints must be filed with UC Merced Police within thirty (30) days of the incident, if not your complaint may be considered withdrawn and processed as information only. (See "How to Make a Complaint" for exceptions.)

I understand that I am making a formal complaint against an employee of the UC Merced Police Department, that an investigator will be assigned and I will be contacted and interviewed. I agree to cooperate with the investigation.

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 of findings relating to complaints must be retained by this agency for at least five years.

Usted tiene el derecho de presentar una queja en contra de un oficial de policia con motivo de cualquier conducta inapropiada. La ley de California requiere que esta agencia cuente con un procedimiento para la investigación de quejas de los ciudadanos. Usted tiene el derecho a una descripción por escrito de este procedimiento. Esta agencia podría concluir, después de una investigación, que no hay pruebas suficientes como para que se amerite tomar acción respecto a su queja; sin embargo, aún en tal caso, usted tiene el derecho de presentar su queja y de que esta sea investigada si usted cree que un oficial se comportó de manera indebida. Las quejas de los ciudadanos y cualesquier determinaciones o informes relacionados con las quejas deben ser conservados por esta agencia durante por lo menos cinco años.

Name (Complainant): _____ Address: _____

Day Phone :(____) _____ Night Phone: (____) _____

Date Received: _____ Name of Receiver: _____

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(Please print or type)

Witnesses and other people involved:

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

SECTION II

Incident Date:	Incident Time:	Incident Location:
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(Describe event in detail. Use additional sheets as necessary)

Signature

Date

Time

Page _____ of a _____-page statement

Date Received: _____

Name of Receiver: _____