

**Kern County Sheriff's Office
Citizen Complaint Procedure
Sheriff's Policy & Procedure D-600 Attachment "A"**

The Kern County Sheriff's Office strives to maintain a relationship of trust and confidence with the community. In keeping with this goal, it is the policy of the department to diligently investigate all personnel complaints in a fair and impartial manner.

The preferred method of registering a complaint is to do so in person at the Human Resources Division, 1350 Norris Road, Building A, Bakersfield, during regular business hours.

Realizing this is not always possible, complaint forms are available to the public at every Sheriff's station. The completed complaint form can be sealed in an envelope marked "Internal Affairs" and delivered to any office of the Kern County Sheriff's Office. Personnel complaint forms may also be obtained and returned through the mail by calling (661) 391-7750.

When a complaint is received by this department, it is assigned to an investigator by the Sheriff's Administration. The investigation is monitored by the administration and reviewed by the Sheriff-Coroner or his designee. The complainant is notified by mail when the investigation is concluded. Be assured that if the investigation finds the employee to be culpable, appropriate disciplinary action is taken.

Personnel complaint forms may be obtained and filed at any office of the Kern County Sheriff's Office, or mailed to:

**Kern County Sheriff's Office
Human Resources Division/Internal Affairs Unit
1350 Norris Road
Bakersfield, CA 93308**

For further information or complaint forms, please call (661) 391-7750.

**Kern County Sheriff's Office
Personnel Complaint**

IA File # _____

Complainant's Name: _____ DOB: _____

Address: _____ City: _____ Zip: _____

Phone Number: Home _____ Work: _____ Other: _____

Location of Occurrence: _____ Date/Time of Occurrence: _____

Personnel: _____
(Employee's Name, Badge or Car Number)

Nature of Complaint: _____

(Use additional sheets if necessary)

You have the right to make a complaint against a Sheriff's Office employee. California law requires this agency to have a procedure to investigate citizen complaints against peace officers. 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.

I have read and understood the above statement.

_____ Date: _____
Complainant's Signature

Received by: _____ Date: _____

Copy Given To: _____ Date: _____

Authorized: Yes _____ No _____ By: _____ Date: _____
(Sheriff, Undersheriff, Chief Deputy)

Investigator Assigned: _____ Date: _____

Officer
Signature: _____ Date: _____

