
**NEVADA COUNTY
SHERIFF'S OFFICE**



**SHANNAN MOON
SHERIFF/CORONER
PUBLIC ADMINISTRATOR**

CITIZEN'S COMPLAINT FORM

You have the right to make a complaint against Sheriff's Office personnel for any improper 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 our employee behaved improperly. Citizen complaints and any reports or finding relating to complaints must be retained by this agency for at least five (5) years. (Penal Code 832.5)

REPORTING PARTY'S FULL NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER/S: _____

SUBJECT OF COMPLAINT: If known, include: name, badge number, description, classification, or any identifiers that might help identify the employee) _____

DATE AND TIME OF EVENT/S: _____

LOCATION OF EVENT/S: _____

WITNESSES: (Include full name, address, phone numbers)

DETAILS OF COMPLAINT: (Please be as factually complete as possible.)

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Nevada County Sheriff's Office Citizen's Complaint Process

Although not required, it is desirable that you come to the Sheriff's Office to complete a complaint form. Complaints may be made via telephone, mail, email, or any other format. You will be asked to complete as much information as possible to assist us in the investigation of your complaint.

Citizen's Complaint

Generally, the supervisor of the employee/s who is the subject of the complaint will investigate the matter and report to the Undersheriff. The Undersheriff will then prepare a written response outlining our findings. We make every effort to send you a written response within 30 days of the date we receive your complaint.