



FRESNO COUNTY FIRE PROTECTION DISTRICT
PERSONNEL COMPLAINT FORM
FCO-36 (Rev 05/19)

COMPLAINT INFORMATION (To be filled in by complainant)

Complainant Name

Address _____

Home Phone _____

Work Phone _____

Driver License _____

Incident Date _____

Time _____

Witness Name

Address _____

Phone _____

Name of Employee Involved _____

Department Vehicle Involved _____

Specific Complaint: (Use additional sheets if necessary)

PENAL CODE SECTION 148.6: 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 HAS BEHAVED IMPROPERLY. CITIZEN COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE YEARS.

It is against the law to make a complaint that you know to be false. If you make a complaint against an officer knowing it is false, you can be prosecuted on a misdemeanor charge.

I have read and understand the above statement.

Complainant _____

Date _____

(Parent Signature for minors under 18 years of age)

DISTRICT USE ONLY

Date/Time Complaint Received _____

Received by (signature) _____

Location Complaint Received _____

Received by (print) _____

FRESNO COUNTY FIRE PROTECTION DISTRICT

SUMMARY OF PERSONNEL COMPLAINT PROCEDURE

The Fresno County Fire Protection District (District) takes seriously all complaints regarding service provided by the District and the conduct of its members. The District will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements. It is also the policy of this District to ensure that the community can report misconduct without concern for reprisal or retaliation.

Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of District policy or rule or federal, state or local law. Allegations or complaints may be generated internally or by the public. Inquiries about employee conduct or performance that, if true, would not violate District policy or rule or federal, state or local law may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the District's response to specific incidents.

SOURCES OF COMPLAINTS

- a. Members of the public may make complaints in any form, including in writing, by email, in person or by telephone.
- b. Any District member becoming aware of alleged misconduct shall immediately notify a supervisor.
- c. Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging the misconduct of a member that, if true, could result in disciplinary action.
- d. Anonymous complaints and third-party citizen complaints should be accepted and investigated to the extent that sufficient information is provided.

ACCEPTANCE OF COMPLAINTS

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the District, and will be accepted by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact of the complainant, shall complete and submit a complaint form as appropriate. Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.