

CIVILIANS' COMPLAINT INFORMATION (NON-UNIFORMED)

CHP 240D (Rev. 6-09) OPI 031

CHP USE ONLY

COMPLAINT NUMBER

PERSON FILING COMPLAINT (LAST, FIRST, M.I.)		AREA ADDRESS STAMP
Check the appropriate box to indicate how/where you wish to be contacted by an investigator.		
<input type="checkbox"/> MAILING ADDRESS (STREET, APARTMENT NUMBER)		
CITY, STATE, ZIP CODE		LOCATION OF OCCURRENCE
<input type="checkbox"/> HOME PHONE NUMBER (INCLUDE AREA CODE)		
<input type="checkbox"/> WORK PHONE NUMBER (INCLUDE AREA CODE)		DAY, DATE, AND TIME OF OCCURRENCE
DATE OF BIRTH	DRIVER'S LICENSE NUMBER	ARREST/ACCIDENT REPORT OR CITATION NUMBER (IF KNOWN)

IMPORTANT! READ AND SIGN THE FOLLOWING INFORMATION

This form is not intended for the filing of complaints against peace officers or sworn employees of the CHP. If this is your desire, you should telephone or contact a local office of the CHP for assistance. Alternatively, you may contact the Office of Investigations by telephone at (916) 843-3060, or by correspondence at P.O. Box 942898, Sacramento, CA 94298.

The California Highway Patrol has a well-defined procedure for investigating civilians' complaints. Once a complaint is received, it is the responsibility of the involved employee's Commander to ensure a thorough investigation is conducted. Although complaints cannot always be resolved to a civilian's satisfaction, all investigations are conducted objectively, with a goal of maintaining public confidence and departmental integrity. After completion of the investigation, complaints are directed through the chain of command for an impartial review. After final approval, the complainant is provided with a closing written response.

The civilians' complaint process is designed to investigate the allegations of civilians and to make a determination of fact as to any wrongdoing. Therefore, it is important all allegations presented in a complaint to the Department be based on factual information.

The space below is provided for you to make an optional statement regarding your allegations. Please note that a CHP investigator will contact you at a later date and you may provide a more detailed statement or other documentation at that time. After completing this form, it may be returned to your local CHP office or to the Office of Investigations as specified above.

Thank you for allowing us this opportunity to address your concerns.

(Continue on reverse if necessary)

CIVILIANS' COMPLAINT INFORMATION (NON-UNIFORMED)

CHP 240D (Rev. 6-09) OPI 031 (Reverse)

If you need assistance completing this form,
contact any CHP Office, or the Office of Investigations,
P.O. Box 942898, Sacramento, CA 95298 or (916) 843-3060

This section may be used by you and/or the Department to summarize or further clarify your complaint.