



ANNUAL REPORT OF CIVILIANS' COMPLAINTS AGAINST PEACE OFFICERS

Year of Report: _____

NCIC Number: _____

TYPE OF COMPLAINT	NUMBER REPORTED	NUMBER SUSTAINED	NUMBER EXONERATED	NUMBER NOT SUSTAINED	NUMBER UNFOUNDED	PENDING
Total Complaints						
Non Criminal						
Misdemeanor						
Felony						
Total Complaints Made in Local Detention Facilities						
Non Criminal						
Misdemeanor						
Felony						
Total Racial and Identifying Profiling Complaints						
Racial and Identifying Complaints by Type <i>(may add up to more than total above)</i>						
Race or Ethnicity						
Nationality						
Gender						
Age						
Religion						
Gender Identity or Expression						
Sexual Orientation						
Mental Disability						
Physical Disability						

Agency Name: _____

Prepared By: _____

E-mail: _____

Phone Number: _____



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INSTRUCTIONS

1. All reporting agencies shall report the total number of complaints, broken out by non-criminal, misdemeanor and felony complaints. In addition to total complaints, police and sheriff's departments shall also include the number of complaints made from inmates that have been admitted to their local detention facility (city or county jail).
2. Enter the total number of complaints alleging racial or identity profiling, as well as the specific type(s) of racial or identity profiling alleged. "Racial or identity profiling," is the consideration of, or reliance on, to any degree, actual or perceived race, color, ethnicity, national origin, age, religion, gender identity or expression, sexual orientation, or mental or physical disability in deciding which persons to subject to a stop or in deciding upon the scope or substance of law enforcement activities following a stop, except that an officer may consider or rely on characteristics listed in a specific suspect description. The activities include, but are not limited to, traffic or pedestrian stops, or actions during a stop, such as asking questions, frisks, consensual and non consensual searches of a person or any property, seizing any property, removing vehicle occupants during a traffic stop, issuing a citation, and making an arrest.
3. Definitions of civilians' complaints and the method of their calculation should be determined by each police agency under Penal Code 832.5, which requires police agencies to establish procedures to investigate such complaints and make written description of the procedures used.
4. While reporting agencies have the discretion to determine the scope and format of civilian complaints and reporting procedures, at a minimum, agencies must report the data elements listed above.
5. The primary unit of count should be the actual event. An event is defined as an occurrence of alleged misbehavior which has unity of time, place, and behavior. In some circumstances where there are multiple alleged victims, consideration should be given to modifying the counting procedure to account for the number of victims.
6. Enter the number of complaints "reported" during the reporting year in the reported column opposite the "type" of complaint which properly identifies it.
7. Enter the number of complaints "sustained" during the year in the "sustained" column opposite the appropriate type of complaint which properly identifies it. Sustained is defined as the investigation disclosed sufficient evidence to prove the truth of allegation in the complaint by the preponderance of evidence.
8. Enter the number of complaints "exonerated" during the year in the "exonerated" column opposite the type of complaint which properly identifies it. Exonerated is defined as the investigation clearly established that the actions of the personnel that formed the basis of the complaint are not a violation of law or agency policy.
9. Enter the number of complaints "not sustained" during the year in the "not sustained" column opposite the type of complaint which properly identifies it. Not sustained is defined as the investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation in the complaint.
10. Enter the number of complaints "unfounded" during the year in the "unfounded" column opposite the type of complaint which properly identifies it. Unfounded is defined as the investigation clearly established that the allegation is not true.
11. Enter the number of complaints reported in this reporting year that are still "pending."
12. Complaint type definitions:
 - a. Race or ethnicity bias is defined as a preformed negative opinion or attitude toward a group of persons, such as Asians, blacks, or whites, based on physical characteristics or toward a group of persons of the same race who share common or similar traits in language, custom, and tradition.
 - b. Nationality bias is defined as a preformed negative opinion or attitude toward a group of persons based on their national origin.
 - c. Gender bias is defined as a preformed negative opinion or attitude toward a group of persons based on their gender.
 - d. Age bias is defined as a preformed negative opinion or attitude toward a group of persons based on their age.
 - e. Religion bias is defined as a preformed negative opinion or attitude toward a group of persons based on religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being. Examples are Catholics, Jews, Protestants, or Atheists.
 - f. Gender identity or expression bias is defined as a preformed negative opinion or attitude toward a group of persons based on how that group chooses to identify or express their gender preference.
 - g. Sexual orientation bias is defined as a preformed negative opinion or attitude toward a group of persons based on sexual preferences and/or attractions toward and responsiveness to members of their own or opposite sexes.
 - h. Mental disability bias is defined as a preformed negative opinion or attitude toward a group of persons based on mental impediments/ challenges, whether such disabilities are congenital or acquired by heredity, accident, injury, advanced age, or illness.
 - i. Physical disability bias is defined as a preformed negative opinion or attitude toward a group of persons based on physical impediments/ challenges, whether such disabilities are congenital or acquired by heredity, accident, injury, advanced age, or illness.
13. If you have no reported, sustained, exonerated, not sustained, unfounded, or pending complaints to report for the year, write the word "none" across the face of the report form and return to the Criminal Justice Statistics Center.