



# COMPLAINT FORM

## Police Review Commission (PRC)

1947 Center Street, 1<sup>st</sup> Floor, Berkeley, CA 94704

Website: [www.ci.berkeley.ca.us/prc/](http://www.ci.berkeley.ca.us/prc/)

E-mail: [prc@ci.berkeley.ca.us](mailto:prc@ci.berkeley.ca.us)

Phone: (510) 981-4950 | TDD: (510) 981-6903 | Fax: (510) 981-4955

Date Received: \_\_\_\_\_

PRC CASE #: \_\_\_\_\_

**1**

Name of Complainant: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
Street City State Zip

Primary Phone: ( ) \_\_\_\_\_ Alt. Phone: ( ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Occupation \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Ethnicity:  Asian  Black/African American  Caucasian  
 Latino/Hispanic  Multiethnic: \_\_\_\_\_  Other: \_\_\_\_\_

Complainants must inform the PRC of any changes of address or phone number; failure to provide current information or to cooperate with the investigation may result in closure of the case.

**2**

Did the incident involve a Berkeley Police Officer (excluding Parking Enforcement)?  Yes  No\*  
\*(If no, please speak to a PRC staff person; do not complete this form.)

Location of Incident: \_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_

**Complaints must be filed within 90 days of the incident. Complaints may be accepted as a late file between 91 and 180 days of the incident, subject to the Commission's approval.**  
**Persons with pending criminal charges related to the incident may delay filing a PRC complaint until their criminal case has been resolved; these persons should consult an attorney before filing.**

Describe any injuries suffered: \_\_\_\_\_  
\_\_\_\_\_

Where and by whom were the injuries treated? \_\_\_\_\_

If injuries were treated, would you authorize the release of your medical information to the PRC?  Yes\*  No  
\*(If yes, sign and return the Medical Authorization Form provided by the Police Review Commission.)

Were photos taken of the injuries?  Yes  No If yes, by whom? \_\_\_\_\_

Was the incident videotaped?  Yes  No If yes, by whom? \_\_\_\_\_

Were you arrested?  Yes  No Are criminal charges pending?  Yes  No

Is there a Berkeley Police Department Report?  Yes  No If yes, report/incident/citation number \_\_\_\_\_

**3**

POLICE OFFICER INFORMATION			
Badge #	Name	Gender	Race

**4**

WITNESS INFORMATION		
Name	Address	Phone Number

**5**

Please describe the incident that forms the basis of your complaint. It is important that you include a detailed *factual* description of the events that gave rise to your complaint (use additional pages if necessary). A PRC Investigator will interview you about the incident before the case can be scheduled for a Board of Inquiry.

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**ALLEGATIONS**

Check the types of misconduct that you think apply to your incident. Allegations will ultimately be determined by PRC staff.

Discourtesy

- Abusive or obscene language
- Failure to provide information
- Failure to respond

Discrimination

Prejudicial treatment based on:

- Disability
- Gender
- Nationality
- Race or ethnicity
- Religion

Harassment (consistent, deliberate annoyance through *repeated* contacts.)

Improper Arrest

Improper Citation

Improper Detention

Improper or Inadequate Investigation

- Failure to investigate or make police report
- False or improper police report

Improper Police Procedures

- Damage to property
- Improper confiscation of property
- Failure to identify oneself or no badge visible
- Failure to provide medical assistance

Improper Search

- Home
- Person
- Vehicle

Improper Use of Force

- Improper physical contact
- Improper display of firearm
- Improper use of baton, firearm, handcuffs, mace, pepper spray, etc.

Other:

(specify) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**MEDIATION ALTERNATIVE** *(Complete after you speak with the PRC Investigator)*

- Has a PRC staff person explained the difference between mediation and an investigation? Yes  No
- Have you received and read the mediation materials attached to this Complaint form? Yes  No
- If appropriate, would you consider mediation as a means of resolving your complaint? Yes  No

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**CERTIFICATION**

*I hereby certify that, to the best of my knowledge, the statements made on this complaint are true. I also understand that my oral testimony before a Board of Inquiry will be given under oath (in closed session).*

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

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**How did you hear about the Berkeley Police Review Commission?**

- Internet
- Publication: \_\_\_\_\_
- Referral: \_\_\_\_\_
- Other: \_\_\_\_\_