



Oakland School Police Department Complaint and Report

The Public is encouraged and welcome to submit comments, complaints, and information pertaining to the quality of service and conduct of Oakland School Police Department's personnel and as to its policies, procedures, and practices. Teachers, school staff and school administrators may also make a report or complaint on behalf of a student or based on something that they witnessed.

The Public has a right to make a complaint against a police officer for any improper police conduct, which can include any conduct that the complainant feels was not appropriate (e.g., rough handling, use of offensive, foul, or racist language). Oakland School Police Department (OSPD) 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 behaved improperly. Complaints and any reports or findings relating to complaints will be retained for at least five years.

This form should be submitted within 120 days of the alleged misconduct for timely review of the facts, including interviewing witnesses.

Please note: It is against the law to make a complaint that you know to be false.

Personal Information

Name: _____ Ethnicity (optional): _____

Address: _____ Gender (optional): _____

City: _____ Zip Code: _____

Telephone: (home/cell) _____ (work) _____

If you would like to file an anonymous complaint, you can but you will not receive a copy of the findings and we will not be able to follow-up with you for any additional information needed to complete the investigation.

Employee(s) Involved (if applicable)

Name: _____ Gender: _____ Ethnicity: _____

Badge # (if applicable): _____

Name: _____ Gender: _____ Ethnicity: _____

Badge # (if applicable): _____

Incident Information

Date: _____ Day of the week: _____ Time: _____ a.m. / p.m.

Location/School Site: _____

Was anyone else present? Yes No (circle one) Provide name of witnesses, addresses and phone numbers on a separate sheet, if it applies.

Please describe the incident or your concern (add additional pages as necessary):

Please identify the result you are seeking from filing this complaint:

If you would like to comment, critique, or make a recommendation about a policy, practice or procedure of the OSPD's, please do so here:

Feel free to attach any additional documents in support of your complaint. Be sure to keep copies of such document for your files as well, as we may not be able to give you your copies back.

Submit completed form by mail, email or in person to either:	District Ombudsperson 1025 Second Avenue, Rm. 316 Oakland, CA 94606 Phone: (510) 273-3243 Fax: (510) 273-3251 gabriel.valenzuela@ousd.k12.ca.us	Chief of Police 1011 Union Street Oakland, CA 94607 Phone: (510) 874-7777 Fax: (510) 874-7787 police@ousd.k12.ca.us
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OUSD will use best efforts to complete this investigation and provide you with a written decision within 45 days. If the complaint involves multiple individuals or multiple matters, additional time will be required, up to 240 days, unless circumstances beyond the District and Office of the Chief of Police's control prevent the complaint from being investigated to completion during this time period. If you have any questions about the status of your complaint or to obtain the assigned complaint number for tracking purposes, please contact (510) 874-7777.