Internal Use Only

City Manager
City Attorney

Date Stamp

CLAIM FOR DAMAGES, INJURY OR LOSS

CITY OF GARDENA

City Clerk's Office, 1700 W. 162nd Street, Gardena, CA 90247

Phone (310) 217-9500 Fax (310) 217-9683

_____

Name of Claimant Telephone #

_____

Address City State Zip Code

Please complete the following and attach additional pages if needed.

WHEN did damage, injury or loss occur (give exact date and hour)? _____

LOCATION of damage, injury or loss (give exact location) _____

CIRCUMSTANCES of occurrence (give full details) _____

_____

_____

NAME(s) of any public employee(s) causing injury/loss (if known) _____

_____

WHAT particular act or omission on the part of the City officers or employees do you claim caused the damage, injury or loss? _____

_____

WHAT damage, injury or loss do you claim resulted? _____

_____

AMOUNT claimed at present, including estimated amount of any prospective injury or loss insofar as known and basis for determination. (If amount is greater than $10,000, specific dollar amount need not be included; however you must indicate whether dollar amount is more or less than $25,000.) _____

_____

_____

Names and addresses of witnesses, doctors and/or hospitals _____

_____

_____ _____

Date **SIGNATURE** of Claimant or person acting on Claimant's behalf

Address/Name of where to send all correspondence: _____

_____

NOTICES FOR CLAIMS INVOLVING POLICE OFFICERS

If you are filing a claim against a peace officer please be aware of the following provision of law derived from Penal Code section 148.6(b):

> **EVERY PERSON WHO FILES A CIVIL CLAIM AGAINST A PEACE OFFICER KNOWING THE CLAIM TO BE FALSE AND WITH THE INTENT TO HARASS OR DISSUADE THE OFFICER FROM CARRYING OUT HIS OR HER OFFICIAL DUTIES, IS GUILTY OF A MISDEMEANOR. THIS APPLIES ONLY TO CLAIMS PERTAINING TO ACTIONS THAT ARISE IN THE COURSE AND SCOPE OF THE PEACE OFFICER'S DUTIES.**

If you are making an allegation of misconduct against a peace officer for any improper police conduct, you have a right to file a citizen complaint with the Gardena Police Department in addition to filing of this claim. Please be aware that the filing of any such complaint will require your signature that you have read and understood the following:

> **YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A POLICE OFFICER FOR ANY IMPROPER POLICE CONDUCT. CALIFORNIA LAW REQUIRES THE GARDENA POLICE DEPARTMENT TO HAVE A PROCEDURE TO INVESTIGATE CITIZENS' COMPLAINTS. YOU HAVE A RIGHT TO A WRITTEN DESCRIPTION OF THIS PROCEDURE. THE GARDENA POLICE DEPARTMENT MAY FIND AFTER INVESTIGATION THAT THERE IS NOT ENOUGH EVIDENCE TO WARRANT ACTION ON YOU 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. CITIZEN COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED BY THE GARDENA POLICE DEPARTMENT 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 THAT IT IS FALSE, YOU CAN BE PROSECUTED ON A MISDEAMEANOR CHARGE**.