

NEPTUNE BEACH POLICE DEPARTMENT
200 LEMON STREET
NEPTUNE BEACH, FLORIDA 32266

Richard J. Pike
Chief of Police

(904) 270-2413
Business Phone

CITIZEN COMPLAINT FORM
Confidential Pursuant to F.S.S. 112.533(2)(a)

- A. A complaint is filed against an employee.
- B. If the complaint cannot be dealt with by the appropriate supervisor, the complaint is brought to the attention of the Chief of Police.
- C. If warranted, an internal affairs investigation is ordered by the Chief of Police. If an investigation is not ordered by the Chief of Police, then the complainant is contacted, in writing and advised.
- D. The complainant and all witnesses are contacted, interviewed and statements are taken.
- E. The employee is contacted and interviewed.
- F. The Chief of Police makes a determination based on facts and takes appropriate action.
- G. The employee has the right to appeal.
- H. The complainant is contacted in writing and advised of the outcome of the internal affairs process.

NOTE: Arrest warrants will be sought against person making false reports against employees of the City of Neptune Beach. The possibility also exists that civil legal action for slander will be brought against persons making false statements.

I have read and understand the above process.

Print full name of complainant

Complainant's Signature

Date: _____

**NEPTUNE BEACH POLICE DEPARTMENT
CITIZEN COMPLAINT FORM
Confidential Pursuant to F.S.S. 112.533(2)(a)**

Department Information

Date Received: _____ Time Received: _____ AM _____ PM

Citizen Complaint #: _____

Complainant

Name: _____

Home Address: _____

City / State / Zip Code

Home #: () - Cell Phone: () - Work Phone: () -

Business Address: _____

City / State / Zip Code

For the Record

As mandated by Florida State Statute 11 2.533(2)(a) all information obtained pursuant to a Department's Administrative or Internal Investigation of a complaint filed against a police officer is confidential until such investigation is concluded or becomes inactive.

Officer(s)/Employees against Whom the Complaint is Made

Name: _____ ID#: _____ Rank/Position: _____

Name: _____ ID#: _____ Rank/Position: _____

Name: _____ ID#: _____ Rank/Position: _____

Witnesses

Name: _____ Phone #: () -

Name: _____ Phone #: () -

Name: _____ Phone #: () -

(a)

Location of Incident: _____

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Signature: _____

ID#: _____

Page ____ of ____

**NEPTUNE BEACH POLICE DEPARTMENT
AFFIDAVIT CONTINUATION**

Complainant: _____ Employee: _____

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Signature: _____ Date: _____

Signature is required on each page of the affidavit

Page ____ of ____