

Control  
Number



# STATESBORO POLICE DEPARTMENT

Ph 912-764-9911

25 West Grady Street, Statesboro, Georgia 30458

Fx 912-489-5050

Complaint  
received by:

- Phone
- In Person
- E-mail
- Mail

Date /  
Time  
Received

## Citizen Complaint Form

### Complainant's Information

Complainant's Name:

Street Address:

City:

State:

Zip:

Contact Number:

### Complaint Information

Employee Receiving Complaint:

Type of Complaint:

- Unprofessional / Rudeness
- Excessive Force
- Racial Issue or Profiling
- Neglect of Duty
- Other (Please explain below in narrative)

Date and Time of Complaint:

Location of Complaint:

**Narrative (Please provide the facts related to the allegation with as much detail as possible)**

If Statement / Narrative is Attached

### Employee(s) Involved In Complaint (Please Check Box, if Unknown )

#1 –

#2 –

#3 –

Assignment:

Assignment:

Assignment:

### Witness Information (Please Check Box, if None )

Name:

Address:

Phone #:

Name:

Address:

Phone #:

Name:

Address:

Phone #:

**This form will be provided to any citizen upon request and any employee may accept and / or assist any citizen with filing a complaint. The form will be forwarded to the office of professional standards upon receipt.**

**Administrative Section**

**Complaint Received by Professional Standards Office**

Date:

Investigation / Inquiry Assigned to:

Date:

Support Services Commander Notified   
Uniform Patrol Commander Notified

By:

Manner:  
 Phone  E-mail  
 In Person

**Complainant Notification** – The complainant received verification of complaint and was informed of investigative process and time limits.

By:

Notification:  
 Phone  E-mail / Letter  
 In Person

**Investigator's Recommendations**

Based on my investigation, I recommend the following:

- This investigation is closed.
- The matter is referred to the employee(s) Shift / Unit Supervisor for remedial training
- The complaint is referred to Internal Affairs for further investigation.

Investigator:

Badge #:

Date:

**Command Review**

**Shift Commander**

- Concurrence
- Returned to Investigator (See Comments)
- Recommended for Remedial Training
- Recommended Disciplinary Action
- Recommends referral to Internal Affairs

Supervisor:

Date:

Comments / Recommended Training / Disciplinary Action:

**Division Commander**

- Concurrence
- Returned to Investigator (See Comments)
- Recommended for Remedial Training
- Recommended Disciplinary Action
- Recommends referral to Internal Affairs

Supervisor:

Date:

Comments / Recommended Training / Disciplinary Action:

**Chief of Police**

- Concurrence
- Returned to Investigator (See Comments)
- Recommended for Remedial Training
- Recommended Disciplinary Action
- Recommends referral to Internal Affairs

Supervisor:

Date:

Comments / Recommended Training / Disciplinary Action:

**Disposition**

Unfounded  Exonerated  Not Sustained  Sustained  Policy Failure  
 Misconduct – Not Based on Complaint

**Final Action:**  No Action / Closed  Significant Incident Letter  Written Reprimand  Suspension      days  
 Termination  Other

Complainant notified of final disposition: By:

Date:

Manner: