



**CHARLES L. BROADWAY**  
**Police Chief**

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## ***Important Information Concerning the Filing of a Citizen Complaint***

The Clermont Police Department is a professional law enforcement organization which strives to provide quality service to the community. We encourage all persons to provide input regarding our efforts, whether or not the person is pleased or displeased with our performance. This information is invaluable to our review process and we maintain these records for future reference.

When a problem is offered to this Department, we ask that the complainant meet with a supervisor and provide specifics as to the problem. If the issue cannot be rectified, the complainant will be provided a *Citizen Complaint Form Packet*. The Chief of Police, or his designee, will review each complaint and provide the complaint form to an investigator for a full and thorough review of the incident. The complainant will be provided a written response by the department, normally within 45 days or less.

The Clermont Police Department's goal is to assure the community that our employees operate under a strict code of conduct and to provide the members of the department with the rights afforded to them. In order to accomplish these goals, the following procedures have been established:

The complainant will be required to make a sworn statement as to the specifics of the complaint.

The investigator assigned to the case will request that the complainant be available soon after the written statement is made, to provide an interview as to the specifics of the complaint. Failure to respond to the request for the interview greatly limits the ability to investigate the issue and may terminate the investigation of the complaint.

This statement will be covered by the perjury statutes of the State of Florida, in particular, Florida State Statute 837.06, which makes it a second degree misdemeanor to knowingly make a false statement with the intent to mislead a public servant in the performance of his/her duty.

IA # \_\_\_\_\_

Nature of Complaint: \_\_\_\_\_ Date Complaint Filed: \_\_\_\_\_

Complainant's Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Night) \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time Occurred: \_\_\_\_\_ Case #: (If known) \_\_\_\_\_

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

Officers Involved (if known): \_\_\_\_\_

If applicable, list other complainants and/or witnesses (also include contact number):

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I swear or affirm the facts in this complaint to be true. (Please sign in the presence of Police Supervisor)

Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Police Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

I have received a copy of this complaint.

Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

**Details of Complaint** (use additional pages if necessary and sign each page):

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Complainant's Signature: \_\_\_\_\_