



ORANGE PARK POLICE DEPARTMENT

2025 Smith Street, Orange Park, FL 32073

DEPARTMENTAL COMPLAINT REPORT

Attached you will find the Orange Park Police Departmental Complaint Report. This report is utilized as a tool for citizens to log a complaint against an officer or officers to be reviewed through the officer's chain of command. This review will determine if the complaint is substantiated and provide an avenue to rectify any problems that may exist.

Please complete the highlighted areas and return the form to a department supervisor as soon as possible.

You will be contacted as soon as practical with the results of the complaint findings and a final disposition.

Thank you,

Randy Case
Chief of Police

Orange Park Police Department

Administrative Inquiry: _____

CCR# _____

- Departmental Incident Review
 Departmental Complaint Report: External Internal

Type of Departmental Incident Review

- Use of Force Vehicle Pursuit Employee Vehicle Crash Property Damage
 Visible Injury to Prisoner Claimed Injury to Prisoner Other

Type of Complaint

- Attitude Misconduct Failed to Take Action Rude Conduct Harassment Unlawful Arrest
 Excessive Force Policies/Procedures (Be Specific)

Will complainant give a sworn statement? Yes No N/A

Complaint Received By: _____ Date/Time: _____

Referred To: _____ Date/Time: _____

Location of Incident: _____ Date/Time: _____

Employee Information

Name: _____ Rank/Assignment: _____

Name: _____ Rank/Assignment: _____

Name: _____ Rank/Assignment: _____

DIR # _____ Informal Complaint # _____ Formal Complaint # _____

Involved Person

Complaint Information

Name: _____ Race: _____ Sex: _____ DOB: _____ SSN: _____

Resident Address: _____ Phone: (____) _____

Business Address: _____ Phone: (____) _____

Arrested: Yes No Charges: _____

Witness Information

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Review Indicates Action of _____

Members Name(s)

Followed Department Policies

Did not follow Department Policies

Unable to verify

Note: When multiple employees are involved, and the findings and/or recommendations differ, include additional SUPERVISOR'S FINDINGS and SUPERVISOR'S RECOMMENDATIONS page as needed.

Recommendations

Supervisor's Recommendation:

No Further Action Necessary

Verbal Counseling

Written Counseling

Refer for Internal Investigation

Other (Explain): _____

Lieutenant's Review/Recommendation:

Concur with Supervisors Recommendation

Do not concur – Alternate Recommendation as follows:

Signature

Date

Review and Report Completed by:

Supervisor/PIC: _____

Date: _____

Time: _____

Employee Signature

Date

Police Chief Review:

Concur with the Lieutenant

Refer to Internal Investigation

Other: _____

Signature

Date