

City of Waldo
Waldo Police Department
P.O. Drawer B
Waldo, Florida 32694

Citizen's Complaint Against Police Employee(s)

Waldo Police Department's Complaints Against Police Department Personnel procedure helps you, the community, and our department as well. It is the policy of the Waldo Police Department to investigate all allegations and complaints of misconduct against any member of the police department. Proper adherence to the provisions of this policy will resolve disputes and facilitate prompt and equitable corrective action (where applicable). If you have a concern about the practices or personnel of the Waldo Police Department you may utilize any of the options, outlined below, to file a complaint. Florida statutes require that all police agencies in the state have a complaint procedure:

Florida Statutes 112.533 – Receipt and processing of complaints.

(1) Every law enforcement agency and correctional agency shall establish and put into operation a system for the receipt, investigations, and determination of complaints received by such agency from any person.

While the Waldo Police Department is committed to processing valid citizen complaints against department members, we are also cognizant that there are some individuals who may make a false complaint against a Police Department employee. We caution any citizen that might make such a false allegation that you may find yourself criminally charged under any of the following Florida statutes:

Florida Statute 837.06 False Official Statements.
Florida Statute 837.012 Perjury When Not in a Official Proceeding.
Florida Statute 837.02 Perjury in Official Proceedings
Florida Statute 837.021 Perjury by Contradictory Statements.

How To Make a Complaint: You may file a complaint utilizing any of the following options:

1. You may respond to the Waldo Police Department at 14660 NE Waldo Rd., Waldo, Florida 32694, in person. When you arrive a member of the agency will be more than glad to provide you with a Citizens Complaint Procedures form.
2. You may file a complaint by telephone at (352) 468-1515. You should ask to speak with the Chief of Police. If he or she is unavailable, you may leave a message and he or she will return your call as soon as practical.
3. You may request a copy by mail and fax it to the police department. Faxed complaints should be sent to (352) 468-2482. Once you have completed and faxed the form, you may also telephone (352) 468-1515 and set an appointment with Chief of Police to confirm delivery of the complaint.
4. Finally, you always have the option of filing an anonymous complaint. However, where there are no investigative leads (i.e., witnesses, names, contact information, dates, or times) it will be difficult for us to conduct a thorough investigation into the allegations.

The person receiving your complaint may ask you to provide as much information as possible, or for additional information regarding the incident. If you were involved in or witnessed the incident it is extremely important to the investigation that a statement is obtained from you. From your statement, an investigator will complete the Department's Preliminary Complaint Report Against Police Personnel. If your concern stems from an arrest or citation issued to a family member or yourself, it may not be investigated until the legal matter has been settled.

Depending on the seriousness of your complaint, the Chief Of Police will be the investigating authority. The Chief of Police may request outside assistance from another agency if needed.

Each complaint will be examined on its own merits. Formal investigations require investigators to contact all available witnesses, including police officers, examine any relevant physical evidence and gather all information pertinent to each allegation made in a complaint. The Chief of Police will render a finding in each case. The four possible findings are:

Sustained- the allegation has been investigated and the facts show that the allegation is true and the action taken was not consistent with the Waldo Police Department's rules, policy, standard operating procedures or common practice.

Inconclusive/Not sustained- the allegation has been investigated and there is insufficient proof to confirm or refute the allegation.

Exonerated- the allegation has been investigated and the facts indicate that the action was consistent with agency policy.

Unfounded- the allegation has been investigated and either the allegation is demonstrably false or there is no credible evidence to support it. This finding shall also apply when individual personnel named in the complaint were not involved in an act that did occur.

You will be notified of the findings in writing at the conclusion of the investigation. When a finding of "sustained" is determined, corrective action will be taken. The type of corrective action imposed is subject to the provisions of the City of Waldo's Charter, the Waldo Police Department's Policy and Procedure Manual, and where applicable a collective bargaining agreement. Discipline may include training, counseling, and action up to and including termination. If your complaint is sustained and punitive discipline is imposed, the employee has appeal rights. Therefore, you may be required to testify at one or more administrative proceedings.

Your valid concerns and criticisms help us to protect the community from possible misconduct by employees. At the same time, a thorough and impartial investigation procedure helps protect employees from unwarranted charges when they perform their duties properly.

M. A. Szabo, Chief of Police



Waldo Police Department

Post Office Drawer B
Waldo, Florida 32694



Citizen's Complaint Against Police Employee(s)

Date of Report

Name of Complainant

Date of Birth

Address

City/State/Zip or Postal code

Contact Phone Number

Gender: Male Female

Ethnicity: White Black Asian American Indian Hispanic Other _____

Date of the event you are making a complaint about _____ Time of the event _____

Name or ID Number of Employee your complaint is about _____

Departmental Vehicle ID or Tag (if vehicle) _____

Employee Receiving complaint _____ ID # _____

Witness Information Section

Name

Contact Phone Number

Address

City/State/Zip or Postal code

Name

Contact Phone Number

Address

City/State/Zip or Postal code

Name

Contact Phone Number

Address

City/State/Zip or Postal code

Departmental Use Only	
Date Investigation Began: _____	Date Investigation Ended: _____
Investigating officer: _____	
Determination: ___ Sustained ___ Unfounded ___ Exonerated ___ Not Sustained	

