



**Okaloosa County Sheriff's Office
Office of Professional Standards**



Commendation / Complaint Form

Please complete and return this form to any supervisor or to the Office of Professional Standards located at the Okaloosa County Sheriff's Office Headquarters Building in Shalimar. Additional information may be required concerning complaints. **(Please Print Legibly. It is also a fillable PDF)**

Reporting Person:		*Race:	*Sex:	*Date of Birth:	Supervisor Inquiry# (Agency Use Only)
Address:			Phone:		
			Other Contact:		
			Email:		
City, State & Zip Code:		Please Check One <input type="checkbox"/> Commendation <input type="checkbox"/> Complaint			
Employee Name (If Known):		Race:	Sex:	ID Number:	Vehicle or tag #:
Supervisor (If Known):				Supervisor on scene? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Involved Member:			Rank:	Other Identifying Information:	
Complaint	Location of Incident:			Date of Incident:	Time of Incident:
	Reason for Member Contact:				
	Remedy Sought:				
Demographic information is used for analysis purposes regarding agency accreditation and statutory requirements.					

Internal Affairs Investigation Process

1. A complaint against a member is filed.
2. The complaint is brought to the attention of the Sheriff/Undersheriff through the chain of command.
3. The most appropriate means to review and investigate the incident is determined.
4. The complainant and witnesses are contacted and interviewed.
5. The member is contacted and interviewed.
6. A report is compiled and submitted to the Sheriff/Undersheriff.
7. The respective supervisor makes a determination based on facts and takes appropriate action.
8. The member has Right of Appeal.
9. Complainant is contacted and advised as to the outcome of the Internal Affairs Process.

Circumstances of Commendation or Complaint:

Reporting Person's Signature:

Date:

Complaints: Knowingly making false statements in writing with the intent to mislead a public servant in the performance of his or her official duty is a violation of Florida Statute and may subject you to criminal or civil liability. You will be contacted in the near future by the investigating supervisor regarding the receipt of your complaint and the status of the investigation.

(Continuation)

Form may be submitted at any Sheriff's Office Headquarters building, and substation, or by calling 651-7400 or 689-5705 and asking for a supervisor. It may also be scanned after signing and emailed to:

ops@sheriff-okaloosa.org