



# HILLSBORO BEACH POLICE DEPARTMENT



1210 Hillsboro Mile Suite B, Hillsboro Beach, FL 33062

Website: [www.townofhillsborobeach.com](http://www.townofhillsborobeach.com)

Phone: (954) 427-6600

Fax: (954) 427-7428

Jay Szesnat  
Chief of Police

## ***IMPORTANT INFORMATION CONCERNING CITIZEN COMPLAINT FILING***

It is the policy of the Hillsboro Beach Police Department to investigate all complaints made against the department or its personnel, thoroughly, completely and impartially. A proper relation between the department and the citizens we serve, fostered by trust and confidence, is essential to effective law enforcement efforts.

The Hillsboro Beach Police Department complaint process has been developed to ensure this proper relationship provides people with a fair and effective method to address legitimate complaints against Police Department personnel and to protect officers and employees from false charges of misconduct or wrongdoing.

The department would prefer you speak with a supervisor when you file a complaint. We do this to ensure that we obtain all the necessary information that we will need to fully and impartially investigate your complaint, as well as expedite the resolution of any complaints.

If you do not want to speak with a supervisor, you are able to file a complaint against an employee by fully and accurately completing the attached complaint form. We ask that you print neatly or type the form, if possible.

To ensure that such investigations are conducted in a manner conducive to good order and discipline, meanwhile observing and protecting the individual rights of each member of the Department, the following rules are hereby established relative to investigation of a Department member:

If you wish to pursue this complaint, you will be required to give sworn statements as to the nature of your complaint.

You will be sent a letter from the investigator assigned to the case requesting you immediately schedule an interview for the taking of your sworn statement. Failure to schedule an interview appointment as requested greatly limits the ability of this agency to conduct both a proper and thorough investigation and may result in no further action on your complaint being taken.

This statement will be covered by the perjury statutes of the State of Florida, in particular, §837.06, Florida Statute, which makes it a second-degree misdemeanor to knowingly make a false statement in writing with the intent to mislead a public servant in the performance of his duty and §92.525, Florida Statute, which makes it a third degree felony to knowingly make a false written declaration.



# HILLSBORO BEACH POLICE DEPARTMENT CITIZEN SERVICE REPORT



- Commendation of Employee Service
- Suggestion for Agency Consideration
- Complaint of Agency Action
- Complaint of Employee Performance/Action

Date & Time of Incident	Location of Occurrence

Employees Involved

Complainant	Address	Phone

Witness(es)	Address	Phone

Best Way To Contact / Find Witness:

Summary of Service Information



# HILLSBORO BEACH POLICE DEPARTMENT CITIZEN SERVICE REPORT



Summary Continued



# HILLSBORO BEACH POLICE DEPARTMENT CITIZEN SERVICE REPORT



Item #	Specific Service Issued / Identified

**Additional Comments**

I, the undersigned, do hereby swear, under penalty of perjury, that the information in all of the pages contained herein is correct and true to the best of my knowledge, information and belief. I have not knowingly or willfully deprived (or allowed another person to deprive) the subject of this investigation of any of the rights contained in Florida State Statute §112.532 and §112.533.

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Notary Public or Law Enforcement Officer



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## CITIZEN SERVICE REPORT RECEIPT

\_\_\_\_\_ filed a complaint with the Hillsboro Beach  
Police Department concerning the conduct of \_\_\_\_\_  
This was in reference to an incident which occurred on \_\_\_\_\_ and was  
documented in report/citation number: \_\_\_\_\_. This form acknowledges receipt of  
the complaint. You should be aware of the following:

- The Hillsboro Beach Police Department investigates all complaints in an impartial manner.
- The Department will investigate this allegation as an administrative matter (violation of Department Policy) unless there is evidence that a crime was committed.
- In Internal Investigations the burden of proof is "preponderance of the evidence."
- Sworn statements may have to be taken from me or other persons who might be witnesses.
- I will be notified of the status of my complaint during the course of the investigation and at the conclusion.
- The accused officer or employee has rights the Department cannot violate during the investigation.
- I have received a copy of the completed initial Citizen Service Report.
- If I have any further questions, I can call and speak with the supervisor listed herein.

\_\_\_\_\_  
Signature of person filing complaint (when feasible)

\_\_\_\_\_  
Date

### SUPERVISOR RECEIVING COMPLAINT

Printed name: \_\_\_\_\_

CCN: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

We will provide you of a copy of this form and your complaint.