



Allegation of Employee Misconduct

Send Complaint to:

PALM BEACH COUNTY SHERIFF'S OFFICE
DIVISION OF INTERNAL AFFAIRS
3228 GUN CLUB ROAD
WEST PALM BEACH, FL 33406
(561) 688-3035 - OFFICE (561) 688-3059 - FAX
www.pbso.org/ia



Date Received Stamp: *(OFFICIAL USE ONLY)*

Received: In Person By Mail By Fax
 By Email Other _____

Complainant Information:

Complainant's Name _____ Date of Birth: _____ Race/Sex: _____
Home Address: _____
E-mail Address: _____ Home Telephone #: _____ Cell Phone #: _____

Complaint:

Case Number (if known): _____ Date of Incident: _____ Location of Incident: _____
Complaint involves an allegation of: _____ Time Of Incident: _____

Witness Information:

1 Witness Name: _____ Witness Home Phone #: _____
Witness Address: _____ Cell Phone #: _____
2 Witness Name: _____ Witness Home Phone #: _____
Witness Address: _____ Cell Phone #: _____

Employee Information:

1 Employee Name: _____ ID Number: _____
Was the Employee in Uniform at the Time of The Incident: _____ Was the Employee Driving a Marked or Unmarked Car: _____
2 Employee Name: _____ ID Number: _____
Was the Employee in Uniform at the Time of The Incident: _____ Was the Employee Driving a Marked or Unmarked Car: _____
3 Employee Name: _____ ID Number: _____
Was the Employee in Uniform at the Time of The Incident: _____ Was the Employee Driving a Marked or Unmarked Car: _____

OFFICIAL USE ONLY:

ASSIGNED:	Name and/or Unit: _____	Incident Type: _____
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Statement of Complaint (continued):

I hereby acknowledge that the information provided in this document is true and accurate to the best of my knowledge and recollection.

Complainant's Signature: _____ Date: _____

Supervisor Accepting Complainant: _____ *(Print Name)* _____ Date: _____

FREQUENTLY ASKED QUESTIONS AND ANSWERS

How do I file a complaint against an employee of the Palm Beach County Sheriff's Office (PBSO)?

Complaints against any PBSO employee will be accepted at all agency facilities, from any source, regardless of the location of the alleged occurrence. Complaints can be mailed to the address listed below, faxed to 561-688-3059, or submitted via e-mail at www.pbsso.org/IA.

Palm Beach County Sheriff's Office
Division of Internal Affairs
3228 Gun Club Road
West Palm Beach, Florida 33406

What happens to my complaint?

The complaint is documented on an Allegation of Employee Misconduct Form, which is forwarded to the Division of Internal Affairs. When received, the complaint is classified and assigned to an investigator of supervisory rank. Statements are taken from the complainant, all witnesses (citizens and employees), as well as the involved employee(s). Upon completion, the case is reviewed and a disposition is made by the Sheriff of Palm Beach County.

How long does it take the Division of Internal Affairs to complete the investigation?

The average case takes from 30 days to 6 months to complete. This would depend on the complexity of the case, the availability of witnesses, and the involvement of other agencies, such as the State Attorney's Office.

Will I be notified of the findings?

Yes. Both the complainant and the employee(s) are notified when the investigation has been completed.

Will I be able to see the completed case?

Yes. Under Florida's Public Records Law, all completed cases become public record and are available for inspection during normal business hours. The case files are kept by the Division of Internal Affairs.

PLEASE SAVE THIS PAGE FOR YOUR RECORDS