

Petersburg Bureau of Police Administrative Investigation Report Form

Please Read

It is essential that the entire community have confidence in its police department. This requires procedures for the adequate and expedient processing of all allegations of misconduct by Department members. Procedures have been established by this agency to see that all complaints are properly recorded and investigated. A brief summary of the stages involved in the investigation of your complaint is as follows:

The investigator or supervisor assigned to investigate your allegation must complete the investigation and submit a report that includes his or her findings within thirty (30) or forty-five (45) days. If extenuating circumstances exist, the investigator or supervisor may ask to extend the investigation. Following final disposition by the Chief of Police, you will be notified in writing of the disposition.

IA #: _____
IBR#: _____
SIR#: _____

Petersburg Bureau of Police Citizen Complaint Form

Complainant's Information

Last Name: _____ First Name: _____ Initial: _____
Home Address: _____ City/County: _____ State: _____ Zip Code: _____
Work Phone: _____ Cell Phone: _____ Home Phone: _____
Sex: _____ Race: _____ Date of Birth: _____

Incident Information

Date of Incident: _____ Location of Incident: _____
Time of Incident: _____ Complainant Arrested or Summoned? Yes No
Was There an Injury? Yes No Where was Injury Treated?: _____

Officers Present During Incident

Name: _____ Name: _____
Name: _____ Name: _____
Name: _____ Name: _____

Witnesses Present During Incident

Name: _____ Home Phone: _____ Cell Phone: _____
Home Address: _____ City/County: _____ State: _____ Zip Code: _____
Name: _____ Home Phone: _____ Cell Phone: _____
Home Address: _____ City/County: _____ State: _____ Zip Code: _____

For Office Use Only

Date Complaint Received: _____ Complaint Received by: _____
Complaint Received by: (Please Check) Person Telephone Mail Anonymous
Date Recorded by Internal Affairs: _____ By: _____

**Petersburg Bureau of Police
Administrative Investigation Report Form**

Complaint Narrative

Please explain the incident. Be specific in your description of actions, words, and circumstances. It is crucial to the investigation that you fully describe your actions, the actions of the Police officer(s), and any other persons involved in your complaint. Include any additional witness information in this space if necessary. Attach extra pages if needed.

Complaint Narrative (continued)

What particular result do you seek from this complaint? What are you asking for?

I, _____ by my signature below, state that this affidavit for complaint investigation is an official police report.

Signed: _____

Date: _____

Witness: _____

Date: _____