

## Personnel Complaints

### 1010.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for receiving, investigating and processing personnel complaints. It provides for an effective evaluation of alleged misconduct so that legitimate grievances and complaints may be assessed and judged fairly and impartially. The established process for review and investigation of all complaints against the Department, its officers, and other members ensures the process is consistent and equitably applied, and all complaints and allegations are resolved. It also protects members from unfounded charges of misconduct or wrongdoing, and provides accused members with due process.

The Green Cove Springs Police Department seeks to maintain its integrity and that of its members. In so doing, the Department will not hesitate to impose disciplinary actions on members who violate the law or standards of professional law enforcement conduct, to remove from employment or affiliation those members who prove to be unfit for the profession of law enforcement, or to dismiss unjustified allegations against innocent members. ([FSS 112.533](#)).

#### 1010.1.1 DEFINITIONS

Definitions related to this policy include:

**Administrative Investigation** – A formal investigation of serious alleged misconduct or of violation(s) of rules and regulations, department policy, city policy, moral character violations as defined by Criminal Justice Standards and Training Commission (CJSTC) or criminal violation(s) by any member of this agency, which may result in disciplinary action. Administrative Investigations can either be an Internal Affairs Investigation (IA) or a Supervisor Review (SR).

**Complaint** - Any alleged or suspected act of misconduct by a member which is contrary to written rules, regulations, policies, procedures, directives, orders of the Department or moral character violation as defined by CJSTC or criminal violation(s). Personnel complaints may be generated internally or by the public.

**Formal Complaint** - A complaint received and documented on the Department Complaint Form.

**Non-Punitive** - An informal disciplinary action that is intended to correct or improve performance. This action is used to educate a member and includes verbal counseling, training, Memorandum of Counseling, or Letter of Concern.

**Punitive** - A formal disciplinary action imposed after a sustained violation of department policy, procedure, rule or regulation. Forms of punitive discipline include written reprimand, suspension from duty without pay, disciplinary probation and separation of employment.

**Verbal Complaint** - A complaint received verbally from a citizen or member, usually of a minor nature and can be resolved by the responsible supervisor.

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#### **1010.2 POLICY**

The Green Cove Springs Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department is always evaluated and judged by the conduct of individual members. It is imperative the entire organization not be subject to public censure because of the misconduct of one or more of its personnel. When an informed public knows its police department honestly and objectively investigates and adjudicates allegations of misconduct, the public is less likely to become indignant over incidents of misconduct.

When complaints are received by any member regarding any misconduct or violation of law, it shall be his/her responsibility to document and report the allegation or complaint to the next level of supervision that is not a subject of or involved in the complaint.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law and municipal and county rules.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

#### **1010.3 PERSONNEL COMPLAINTS**

To ensure the integrity of the Department's operations and personnel, the Green Cove Springs Police Department will investigate all allegations of misconduct by the Department and its members, regardless of the source or member. **(CAL. 26.2.1)**

Complaints shall include alleged inadequate or inappropriate service. Persons who file complaints of a serious nature (i.e., excessive use of force) will be asked to sign a form authorizing release of their relevant medical records to the police department.

Inquiries about conduct or performance that, if true, would not violate department policy/procedure or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

##### **1010.3.1 SOURCES OF COMPLAINTS**

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any department member becoming aware of alleged misconduct shall immediately notify the proper shift sergeant or supervisor.
- (c) Supervisors shall initiate a complaint based upon receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (d) Tort claims and lawsuits may generate a personnel complaint.

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#### 1010.3.2 CATEGORIES OF COMPLAINTS/OFFENSES

Level 1 complaints are allegations of any major wrong doing on the part of a department member. These complaints include, but are not limited to, the following:

- Criminal misconduct
- Gross misconduct
- Gross insubordination
- Excessive force
- Unlawful arrests
- Police involved deaths or shootings
- Missing money or property
- Possible vehicle pursuit policy violations
- Sustained Supervisor Reviews (SR's) that may lead to formal discipline
- Moral character violations (per CJSTC)
- Incidents of domestic violence involving members
- Any action by the Department or a member that has triggered civil litigation against the agency
- Any action by the Department or a member that the Chief of Police or City Manager believes is likely to trigger civil litigation
- Any other serious misconduct as determined by the Chief of Police
- Repeated level 2 complaints of a similar nature

Level 2 complaints are generally allegations concerning a member's attitude, handling of call, or a situation where the complainant was not satisfied with the member's actions or lack of actions. Level 2 complaints include, but are not limited to, the following:

- Traffic ticket or traffic warning complaints
- Rudeness, profanity or discourtesy
- Minor conduct or operational policy errors
- Minor unprofessional or improper conduct
- Complaints of speeding or other minor traffic infractions
- Sleeping on duty
- Any other minor infractions as determined by the Chief of Police

#### **1010.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS**

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#### 1010.4.1 COMPLAINT FORMS

##### **(CAL. 26.2.4)**

A department Complaint Form ( [See attachment: IA-2 Complaint Form.pdf](#) ) will be developed and maintained by the Commander of the Administrative Division.

A Complaint Form shall be completed for any internally or externally generated complaint which alleges that a member has violated a law or department policy/procedure.

Copies of personnel Complaint Forms will be maintained in easily accessible locations (i.e., the Communications Center, patrol vehicles), and be accessible to the public through the department website.

Procedures to register a complaint against the Department or its members will be made available to the public via the police department's website and/or other public platforms.

Department Complaint Forms will be issued to any person requesting one, by any member who receives the request. This should be done regardless of what information the requesting party wishes to provide or withhold to the member receiving the request.

Personnel Complaint Forms in languages other than English may also be provided, as determined necessary or practicable.

All received Complaint Forms shall be forwarded, through the proper chain of command, to the Administrative Division Commander as soon as practical. No member shall withhold a Complaint Form from being properly documented and reviewed. **(CFA 29.01M b)**

#### 1010.4.2 ACCEPTANCE

All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall forward the complainant to the Administrative Lieutenant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

#### 1010.4.3 EXTERNAL COMPLAINTS ON SUPERVISORS

When a member receives an external complaint against a supervisor or shift sergeant, the member receiving the complaint shall forward the complaint to the supervisor's division commander, who shall ensure a Complaint Form is completed if applicable. Members should avoid directly collecting Complaint Forms against supervisors when possible.

#### 1010.4.4 INTERNAL COMPLAINTS

If a member of the Department wishes to file a complaint against another member, the complaining member shall complete a department memorandum and forward it to his/her Commander via the

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proper chain of command. The first supervisor to receive the Memorandum of complaint shall ensure that a Complaint Form accompanies the member's memorandum.

If the member's complaint involves a supervisor, it shall not be forwarded to him/her. The complaint will be forwarded to the next level of supervision within the chain of command.

All internally generated complaints shall be forwarded to the Commander of the Administrative Division.

#### 1010.4.5 COMPLAINTS ON COMMAND STAFF

When a member receives or generates a complaint against a member of the Command Staff (excluding the Chief of Police), the member shall notify his/her first line supervisor (if applicable). The supervisor (or member) shall complete a Complaint Form and forward the form to the Chief of Police. The Chief of Police shall forward the complaint to an un-involved member of the Command Staff for investigation.

Complaints against the Chief of Police shall be brought to the attention of the Director of the City's Human Resources Department via the Administrative Division Commander or designee.

Complaints against Command Staff members will be conducted with the same integrity and transparency as with any other member.

#### 1010.4.6 MEMBERS OF OTHER AGENCIES

If a member of the Green Cove Springs Police Department receives a citizen complaint against a member of another law enforcement agency, they shall direct the citizen to the proper agency and provide any assistance necessary. If the complaint is serious in nature, the member should contact an on-duty supervisor or internal affairs member of that agency, as soon as possible but no longer than five (5) days, and inform them of the allegations.

Members wishing to file a complaint against law enforcement officers from another agency, stemming from the member's official duties, shall first inform their supervisor. The receiving supervisor shall inform the Chief of Police and seek guidance in the matter.

Members wishing to file a complaint against a member from another law enforcement agency, stemming from an incident which did not occur during the member's official duties (i.e., off-duty contact), should keep their supervisors abreast of the situation.

When an administrative investigation involves a law enforcement officer from an outside law enforcement agency, Green Cove Springs Police Department investigators should work in conjunction with that subject's employing agency to ensure their rights and internal policies are not being violated.

#### **1010.5 DOCUMENTATION (CAL. 26.2.2) (CFA 20.01M d)**

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Supervisors or other receiving members shall ensure that all complaints are documented on the proper department Complaint Form. All received complaints shall be further documented in the Department's official Complaint Log by the Administrative Commander.

Once the necessary information from a Supervisor Review (SR) has been added to the Complaint Log, the original Complaint Form (and memorandum) shall be electronically filed by the Administrative Commander; no physical files are needed.

#### **1010.5.1 ADMINISTRATIVE INVESTIGATION REPORTS**

Personnel complaints that rise to the level of Internal Affairs Investigations shall be documented on the Department's Administrative Investigation Report. Generally, investigative reports do not need to be completed for Supervisor Reviews. Internal Administrative Investigation reports shall be filed in the related case file.

The assigned investigator shall include a verification with the report that complies with the requirements of [FSS 92.525](#) (FSS 112.533).

#### **1010.5.2 ANNUAL ADMINISTRATIVE REPORT (CAL. 26.2.5)**

On an annual basis, no later than January 30th of each year, the Commander of the Administrative Division shall audit the Department's official Complaint Log and compile a report containing statistical summaries of all complaints received and investigated by the Department for the previous year. The Annual Administrative Complaint Report shall be reviewed by the Chief of Police. The report should be made available to members and the public via records requests, publications or the Department's website.

#### **1010.6 ADMINISTRATIVE INVESTIGATIONS**

The Chief of Police, or Administrative Commander has the right to assign any complaint, regardless of level, to any ranking officer, investigator or other member of his/her choosing.

Department members, whether a subject of an investigation or as a witness, will answer all questions honestly, completely and to the best of their ability. No member will interfere with any administrative investigation.

No complaint shall be investigated by a person, witnesses or potential witnesses, named in the same complaint.

A complaint may consist of one or more allegations. Each allegation must be addressed by the investigating member. If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the assigned member shall take appropriate action with regard to any additional allegations.

Except as authorized or required by the Chief of Police or designee, members will not contact persons involved in an administrative investigation or disclose any information regarding the investigation until the investigation has been concluded.

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It is preferable that all contacts for administrative investigations be conducted in person when feasible.

The Chief of Police retains the authority to order an Administrative Investigation be re-opened in limited situations, such as based on new or additional evidence.

#### 1010.6.1 SUPERVISOR REVIEWS

##### **(CAL. 26.1.5)**

Supervisor Reviews (SR's) will consist of a member's supervisor, or other assigned member, conducting a fact finding inquiry into whether or not the member has committed a level 2 offense. Supervisor Reviews shall typically be handled at the lowest level of supervision and resolved at that level when possible. On occasion, a member of the Command Staff may also handle a level 2 complaint. **(CAL. 26.3.1 a) (CFA 20.01M a)**

Due to the complexity of a complaint/investigation, or other extenuating circumstances, a supervisor may request, through the chain of command to the Administrative Division Commander, permission to rout a complaint to the Criminal Investigations Section or another member.

Supervisor Reviews (SR's) will be conducted only if a "Sustained" finding of the allegations would not normally consist of formal punitive discipline (i.e., written reprimand or higher).

At the conclusion of a Supervisor Review, the reviewing member will assign a disposition for each charge on the Complaint Form. The documentation shall be forwarded to the Chief of Police via the member's chain of command and the Administrative Commander.

If information received by the investigating supervisor during a Supervisor Review indicates the complaint may be of a more serious nature, and if a disposition of "Sustained" could lead to formal punitive discipline, the supervisor shall stop the investigation. The supervisor shall make a written request in memorandum format, via chain of command, to the Commander of the Administrative Division, requesting the investigation be upgraded to an Internal Affairs (IA) Investigation.

#### 1010.6.2 INTERNAL AFFAIRS INVESTIGATIONS

The internal affairs function of the Department will serve to investigate level 1 complaints against the Green Cove Springs Police Department and its members, and to administer and monitor the overall administrative inquiry/internal affairs investigation process. **(CAL. 26.3.1 b) (CFA 20.01M b, c)**

The Commander of the Administrative Division will assign Internal Affairs Investigations (level 1 complaints/offenses) to qualified detectives in the Criminal Investigations Section. If the subject member is of the rank of sergeant or above, the Administrative Commander shall take the role of lead investigator in the matter.

Internal Affairs investigations (IA's) will not be conducted without the authorization of the Chief of Police or his/her designee. Any member conducting an internal affairs investigation shall have the authority to report directly to the Chief of Police if needed. **(CAL. 26.2.3)**

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Assigned Internal Affairs personnel will have the complete authority to interview complainants, witnesses, and department personnel regarding the issue of the complaint and shall expect the cooperation of all members of the Green Cove Springs Police Department.

The interview of all subject members in an Internal Affairs Investigation (IA) will be recorded and transcribed. Interviews of witnesses shall be recorded and may be transcribed as needed. All interviews will be taken while under oath.

At the conclusion of the Internal Affairs Investigation, the assigned investigator will submit a disposition for each charge and forward the file to the Administrative Division Commander. The Commander will review the case, provide remarks regarding possible policy or law violations and suggest disciplinary action. The Commander of the Administrative Division shall have the authority to dissent from the investigator's disposition(s), with explanation. The file will be forwarded to the Chief of Police for final review and approval.

#### 1010.6.3 EXTERNAL INVESTIGATIONS

Internal Affairs Investigations (IA's) in which the subject member is the Chief of Police shall be conducted by a law enforcement agency chosen by the City Manager or his/her designee. Internal Affairs investigations into other members of the Command Staff may be conducted by another law enforcement agency or by a department member, as designated by the Chief of Police.

With the knowledge of the Director of the City's Human Resources Department, Supervisor Reviews (SR's) on the Chief of Police may be conducted by the Administrative Commander and reviewed by the Commander of the Operations Division. Supervisor Reviews of all other Command Staff members will be investigated by the Chief of Police or designee.

With the exception of the Chief of Police and possibly members of the Command Staff, Internal Affairs Investigations shall not be conducted by external law enforcement agencies on members of the Green Cove Springs Police Department.

#### 1010.6.4 CRIMINAL INVESTIGATIONS

The Chief of Police shall be notified, via chain of command, as soon as practicable when a member is accused of criminal conduct. **(CAL. 11.3.3)**

When a member is accused of potential criminal conduct within the city limits of Green Cove Springs, the Chief of Police may assign department members to conduct a criminal investigation. This should be done with the knowledge and assistance of the State Attorney's Office (SAO). Alternately, the Chief of Police may request a criminal investigation against a member be completely conducted by another agency with jurisdiction in the City (e.g., the State Attorney's Office, the Florida Department of Law Enforcement (FDLE), the Clay County Sheriff's Office (CCSO), etc.). The fact that an outside agency was contacted or a criminal investigation was initiated will be noted in the case summary.

When a member is suspected or accused of committing a crime outside of the City of Green Cove Springs, a law enforcement agency with proper jurisdiction shall be informed by the Chief of Police or designee.



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Department investigators involved in a criminal investigation of a member shall not participate in related administrative investigations against the member.

Department Internal Affairs cases shall be subsequent to any related criminal investigation but the related internal investigation may parallel the criminal investigation.

Members questioned in any administrative investigation in which criminal activity may be involved must be provided with the Garrity Warning ( [See attachment: IA-6 Garrity Warning.pdf](#) ) before questioning.

If a member is under arrest or is likely to be (e.g., is a suspect or target of a criminal investigation), the member will be informed of his/her rights in accordance with prevailing legal requirements prior to being interviewed. If a member chooses to invoke any or all of his/her legally protected rights, that member will not be subject to charges of insubordination or failure to cooperate for that reason alone.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

Members of the Green Cove Springs Police Department shall not be afforded any preferential treatment in cases involving violations of the law.

The Green Cove Springs Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

#### 1010.6.5 TIME LIMITS AND EXTENSIONS

##### **(CAL. 26.3.3)**

Except as provided in state statute ([FSS 112.532](#)), disciplinary action, suspension, demotion, or dismissal may not be undertaken by the Department against a law enforcement officer for any act, omission, or other allegation of misconduct if the investigation of the allegation is not completed within 180 days after the date the agency receives notice of the allegation by a person authorized by the agency to initiate an investigation of the misconduct.

It will be the normal procedure of the Green Cove Springs Police Department to complete all administrative investigations within one hundred and thirty (130) days, in order to provide extra time for the case to be reviewed and deliberated on. A department Memorandum shall be forwarded to the Chief of Police requesting a time extension if needed.

If the Department determines that disciplinary action is appropriate, it shall complete its investigation and give notice in writing to the member of its intent to proceed with disciplinary action, along with a proposal of the specific action sought, including length of suspension, if applicable.

Notice to the subject member shall be provided within 180 days after the date the Department received notice of the alleged misconduct, except as follows:

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- (a) The running of the limitations period may be tolled for a period specified in a written waiver of the limitation by the member.
- (b) The running of the limitations period is tolled during the time that any criminal investigation or prosecution is pending in connection with the act, omission, or other allegation of misconduct.
- (c) If the investigation involves an member who is incapacitated or otherwise unavailable, the running of the limitations period is tolled during the period of incapacitation or unavailability.
- (d) In a multi-jurisdictional investigation, the limitations period may be extended for a period of time reasonably necessary to facilitate the coordination of the agencies involved.
- (e) The running of the limitations period may be tolled for emergencies or natural disasters during the time period wherein the Governor has declared a state of emergency within the jurisdictional boundaries of the concerned agency.
- (f) The running of the limitations period is tolled during the time that the member's compliance hearing proceeding is continuing beginning with the filing of the notice of violation and a request for a hearing and ending with the written determination of the compliance review panel or upon the violation being remedied by the agency.

#### 1010.6.6 DISPOSITIONS

##### **(CAL. 26.3.8)**

Each complaint charge shall be classified with one of the following dispositions:

**Unfounded** - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

**Exonerated** - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

**Not-Sustained** - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

**Sustained** - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

**Policy Failure** - When the member's misconduct was in-line with existing policy or there was no policy which addressed the incident. The investigation reveals policy changes are recommended.

All dispositions shall be reviewed by the Chief of Police.

#### 1010.7 SUPERVISOR RESPONSIBILITIES

##### **(CAL. 26.1.5)**

In regards to an administrative investigation or complaint, the responsibilities of supervisors include, but are not limited to:

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- (a) Ensure that upon receiving or initiating any formal complaint, the proper form is completed and forwarded to the Administrative Commander, or proper individual(s).
- (b) Responding to all complaints in a courteous and professional manner.
- (c) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Chief of Police is notified via the chain of command as soon as practicable.  
**(CAL. 11.3.3)**
- (d) Informing the complainant of the Administrative Commander's name and contact information.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation. Supervisors shall have the authority to speak with a person wishing to make a complaint, in an effort to answer their questions or dispel any of their concerns.

Generally, supervisors who observe a member conducting a level 2 offense, or can otherwise confirm that a member did so without any reasonable doubt, does not need to conduct a lengthy investigation into the matter.

Supervisors shall have the authority to counsel members under their command. Counseling may be used by the supervisor as follows:

- i. To determine the extent of any personal or job related problems that may be affecting performance and to offer assistance and guidance.
- ii. To discuss minor and infrequent rule violations and to discuss the substance and importance of the rules with the member.
- iii. Corrective action.

Supervisors shall document all instances of counseling or additional training used to modify a member's behavior.

Any supervisor may relieve from duty any subordinate personnel when such action is considered to be in the best interest of the member, the Department, or the public for such a period as is necessary to receive direction from a higher level of authority. (See the Department's Disciplinary Process Policy).

#### **1010.8 ADMINISTRATIVE SEARCHES**

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct and with approval from the Chief of Police.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

Members shall not be subject to having his/her home, place of personal business, or private vehicle searched unless a valid search warrant has been obtained or he/she voluntarily agrees to such a search and signs a written permission to search form.

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#### **1010.9 ADMINISTRATIVE LEAVE**

##### **(CAL. 26.3.7)**

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused member to administrative leave. The member will be served with a Relieved of Duty Form ( [See attachment: IA-13 Relieved of Duty.pdf](#) ). Any member placed on administrative leave:

- (a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.
- (c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The member may be required to remain available for contact at all times during such shift and will report as ordered.

#### **1010.10 POST- ADMINISTRATIVE INVESTIGATION**

##### **(CAL. 26.3.3)**

##### 1010.10.1 SUPERVISOR REVIEWS

Upon completion of a Supervisor Review, the related Complaint Form or memorandum shall be submitted to the Administrative Commander who shall enter all of the information into the Department Complaint Log. The Chief of Police shall be made aware of the disposition by the Commander of the Administrative Division.

##### 1010.10.2 INTERNAL AFFAIRS INVESTIGATIONS

Upon completion of an Internal Affairs (IA) Investigation a signed Administrative Investigation Report shall be forwarded to the Chief of Police, via the Administrative Commander. The subject member shall be notified by the Administrative Commander, in writing, that the report has been presented to the Chief of Police.

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Administrative Commander for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a written notice within 150 days of receipt of the complaint by a member authorized to initiate the investigation and the following (FSS 112.532):

- (a) Access to all of the materials considered by the Chief of Police in recommending the proposed discipline.

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- (b) An opportunity to respond orally or in writing to the Chief of Police within five (5) days of receiving the notice.
  - (a) Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.
  - (b) If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

After review and disposition, the case file shall be forwarded to the Administrative Division Commander within thirty (30) working days.

#### **1010.11 IDENTIFICATION OF DISCIPLINARY MEASURES**

The Chief of Police, in coordination with the Human Resources Department, should develop a system for disciplining employees, including:

- (a) Types of measures that may be used as discipline (e.g., suspension, demotion, termination).
- (b) Use of counseling and/or remedial training, if appropriate.
- (c) The authority of each level of supervision to impose discipline.

Corrective action should be determined by the seriousness of the violation. It shall be commensurate with the circumstances surrounding the incident, while considering the member's service record and any prior complaints.

The final determination on each allegation and any disciplinary act rests with the Chief of Police.

##### **1010.11.1 PRE-DISCIPLINE EMPLOYEE RESPONSE**

The pre-discipline process is intended to provide the accused member with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline.

Once the member has completed his/her response, or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall render a timely written decision to the member and specify the grounds and reasons for discipline, the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective; within 180 days of the start of the investigation.

The member shall consider the following:

- (a) The response is not intended to be an adversarial or formal hearing.
- (b) Although the member may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.

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- (c) The member may suggest that further investigation could be conducted or the member may offer any additional information or mitigating factors for the Chief of Police to consider.
- (d) In the event that the Chief of Police elects to conduct further investigation, the member shall be provided with the results prior to the imposition of any discipline.
- (e) The member may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

#### **1010.11.2 POST-DISCIPLINE APPEAL RIGHTS FOR CERTAIN EMPLOYEES**

A non-probationary, State Career Service, employee who is to be suspended, demoted, involuntarily transferred, dismissed, or has their pay reduced, may appeal the action to the Public Employee Relations Commission within 21 calendar days of receipt of the notice of discipline ([FSS 110.227](#)).

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by any personnel rules.

#### **1010.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE**

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline. Moral character violations shall still be reported to the Florida Department of Law Enforcement, despite employment status of the subject member.

#### **1010.13 PROBATIONARY EMPLOYEES AND OTHER MEMBERS**

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause, at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

#### **1010.14 NOTIFICATIONS**

Upon receipt of all complaints, the Administrative Division Commander or designee shall send the Chief of Police the completed Complaint Form, as soon as practical, to serve as the Chief's official notice. All other non-involved members of the Command Staff should also review the complaint. **(CAL. 26.3.2)**

The subject member's division commander or designee shall notify the accused member's supervisors of all complaints, unless it is deemed necessary to keep confidentiality because of the sensitivity of the investigation.

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For all formal Internal Affairs Investigations (IA's), the lead investigator shall notify the accused member, as soon as possible in writing ( [See attachment: IA-3 First Notification of Investigation.pdf](#) ), of the allegations and their rights and responsibilities relative to the investigation ( [See attachment: IA-4 Bill of Rights Notification.pdf](#) ). The notification may be suspended if it is deemed necessary by the Chief of Police or designee to keep confidentiality because of the sensitivity of the investigation. **(CFA 20.02M) (CAL. 26.3.5)**

The subject member shall also be notified, in writing, of any extensions in an investigation.

Complaints which are likely to have a serious adverse impact upon the Department will be reported, without delay, through the proper chain of command, to the Chief of Police. In the event criminal charges may arise from a complaint, the City Manager and the State Attorney's Office shall be notified by the Chief of Police or designee. **(CAL. 11.3.3)**

All notifications in Internal Affairs Investigations shall be documented on the Notification Service Log ( [See attachment: IA-5 Notification Service Log.pdf](#) ), which shall be kept with the investigative file.

#### 1010.14.1 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS **(CAL. 26.3.4 a)**

Anyone making a formal complaint against the Department or its members shall be provided with a form of acknowledgement that the complaint has been received and is being investigated.

When a complainant appears in person to complete the Complaint Form, the member taking the complaint will make a copy of the completed form and give it to the complainant along with a Notice of Receipt of Complaint Form ( [See attachment: IA-15 Notice of Complaint Received Form.pdf](#) ). If a complaint is mailed to the Department, the Commander of the Administrative Division will return a copy of the mailed complaint, along with a Notice of Receipt of Complaint Form, to the complainant through the mail to serve as a notice of receipt of the complaint. If a complaint is taken by e-mail, the Commander of the Administrative Division will reply to the email letting the complainant know that the complaint was received and attaching a completed Notice of Receipt of Complaint Form.

The Administrative Commander shall maintain a thirty (30) day schedule for status notification to the complainant and notify the complainant of the status of the investigation. **(CAL. 26.3.4 b)**

#### 1010.14.2 NOTICE OF FINAL DISPOSITION **(CAL. 26.3.4 c) (CAL. 26.3.8) (CFA 20.04M)**

After conclusion of all administrative investigations, the Commander of the Administrative Division shall ensure that the complainant and the involved member are notified of the disposition (i.e., Sustained, Not-Sustained, Exonerated, Unfounded), including the findings of any policy violations ( [See attachment: IA-16 Notice of I.A. Results.pdf](#) ). Copies of these notices shall be kept with the investigative file.

# Green Cove Springs Police Department

## Policy Manual

### *Personnel Complaints*

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#### 1010.14.3 CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION

##### **(CFA 20.01M h)**

If a member who is covered by the Law Enforcement Officers' Rights Act receives disciplinary action related to a criminal conviction of perjury or conduct involving the member's moral character, notice shall be made to the CJSTC within forty-five (45) days of the date that the allegation is sustained, for a determination of whether the disciplinary penalty conforms to the commission rules ([FSS 943.1395](#); [Rule 11B-27.003, F.A.C.](#)).

The Administrative Division Commander will ensure that the form is completed and forwarded to the Department's Senior Administrative Assistant for submission to FDLE, along with any other required documents.

#### 1010.14.4 FRINGE BENEFITS

##### **(CAL. 26.1.7)**

If the discipline issued is dismissal, the employee shall be provided written notice, by the City Human Resources Department, as to the status of his/her fringe and retirement benefits after dismissal.

#### 1010.14.5 CISM

Members of the Department's Critical Incident Stress Management (CISM) team shall be notified of administrative investigations, if appropriate, when the investigation could be expected to negatively effect the member's mental and/or emotional stability. CISM team members will not be entitled to any information that may compromise an investigation, from either the subject member(s) or the assigned members.

#### 1010.15 RECORDS

##### **(CAL. 26.2.2) (20.01M f)**

All personnel complaints shall be maintained by the Administrative Division Commander, and in accordance with the established records retention schedule and as described in the Personnel Records Policy. During the investigation and processing of internal complaints, the confidentiality of these records will be strictly maintained and the assigned investigator will be responsible for secure storage.

When a final disposition of any administrative investigation has been rendered, the investigation becomes a public record. The investigation will be released in accordance with public records laws and will be made available to any requesting party.

Members requesting copy of his/her own completed administrative investigation report/file will do so in writing to the Administrative Division Commander, who shall be the custodian of these files.

Review of administrative investigative files will be coordinated through the Administrative Commander, unless otherwise directed by the Chief of Police or a court of competent jurisdiction. A record will be made of each review ( [See attachment: IA-10 File Review Log.pdf](#) ). Copies of administrative investigative files will be issued only with the approval of the Chief of Police or



# Green Cove Springs Police Department

## Policy Manual

### Personnel Complaints

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a designee. A record will be made showing who received the copies ( [See attachment: IA-11 Distribution of Copies.pdf](#) ), if that information is available.

#### **1010.16 CONFIDENTIAL MANDATE (CFA 20.01M e, g)**

In part, [FSS 122.533](#) provides that a complaint filed against a law enforcement officer with a law enforcement agency, and all information pursuant to the inquiry/investigation by the agency of the complaint, shall be confidential until the conclusion of the administrative investigation. Thereafter, the complaint and all such information shall be open to inspection pursuant to Chapter 119 of the Public Records Law,

Electronic mail is not a confidential means of communication required under [FSS 112.533](#). Complaints received by email will be investigated as long as the complaint can be verified by contact with the complainant, either in person, by phone or by mail.

- If the complaint is anonymous and cannot be verified by any means, the complaint is to be considered invalid and an administrative investigation will not be conducted. **(CAL. 26.2.1)**

#### **1010.17 EVIDENCE**

Members who are the subject of an Internal Affairs Investigation (IA) shall be provided with the complaint, all witness statements and all other existing evidence prior to the beginning of any investigative interview.

Members shall comply with all lawful evidentiary requests made by investigators during an Internal Affairs Investigation.

Subject members shall review and sign the Department's Administrative Investigation Evidence Review Form before their interview related to an Internal Affairs Investigation ( [See attachment: IA-17 Evidence Review Form.pdf](#) ). The signed and witnessed form will be placed in the case file.

##### **1010.17.1 FINANCIAL DISCLOSURES (CFA 20.03 d)**

A member may be required to submit a financial disclosure statement when the actions are essential to a particular Internal Affairs Investigation. **(CAL. 26.3.6 e)**

If the subject member refuses to disclose financial records, he or she may be compelled to supply the records. Refusal to comply could result in the Department obtaining a subpoena to acquire the records and disciplinary action up to and including termination.

##### **1010.17.2 TELEPHONE RECORDS**

A member may be required to submit telephone records or other documents when the actions are essential to a particular Internal Affairs Investigation.

# Green Cove Springs Police Department

## Policy Manual

### *Personnel Complaints*

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If the subject member refuses to disclose records or documents, he or she may be compelled to supply the records. Refusal to comply could result in the Department obtaining a subpoena to acquire the records and disciplinary action up to and including termination.

#### 1010.17.3 PHOTOGRAPHS/LINEUP/TESTS

Upon the order of the Chief of Police or designee, members shall submit to any ballistics, chemical or other tests, photographs, or lineups. All procedures carried out under this subsection shall be specifically directed and narrowly related to a particular Internal Affairs Investigation being conducted by the Department. Refusal to comply could result in disciplinary action up to and including termination. **(CAL. 26.3.6 b, d) (CFA 20.03 b, c)**

A member may be required to stand in a lineup for viewing by citizens for the purpose of identifying a member accused of misconduct. Department member photographs may be maintained for the purpose of identification by citizens of a member accused of misconduct. Photographs of members for identification will be required by the Department and will be used as it narrowly relates to the member's job. Photographs or video recordings of members may be taken, whether knowingly or unknowingly by the member, for the purpose of internal investigations when it relates to the member's job and the member is suspected of misconduct. **(CAL. 26.3.6 b, c)**

Blood, urine, or other specimen tests may be required of any department member accused or suspected of using any drug or controlled substance whose possession is considered illegal whether the use is on or off duty. **(CAL. 26.3.6 a) (CFA 20.03 a)**

Members may be requested to submit to any other type of medical or laboratory exam, in relation to an Internal Affairs Investigation, at the Department's expense. Refusal by a member to submit to such testing may form the basis for disciplinary action up to and including termination. **(CAL. 26.3.6 a)**

Members may be required to cooperate with the creation of an audio/video recording exemplar, when the actions are material to a particular Internal Affairs Investigation being conducted by the agency. **(CAL. 26.3.6 c)**

#### 1010.17.4 TRUTH VERIFICATION EXAMS

**(CAL. 26.3.6 f) (CFA 20.03 e)**

Any member who is the subject of, or witness in, an Internal Affairs Investigation may be requested to submit to a Polygraph or Computer Voice Stress Analyzer (CVSA) exam. The member may choose not to submit to the exam. Truth verification examinations should be limited to those cases in which the allegations are relatively serious and all other investigative leads have failed to produce a preponderance of evidence which will either prove or disprove the allegation.

No investigator shall personally administer a truth verification examination to any member involved in a case in which he is the assigned investigator. Truth verification examination results will be included as additional evidence to be considered by the case reviewers. Case findings shall not be made solely on the outcome of a truth verification examination. If criminal charges are expected

# Green Cove Springs Police Department

## Policy Manual

### *Personnel Complaints*

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to be pursued against a member, all rights and privileges afforded other suspects regarding truth verification exams shall be allowed.

All truth verification examinations conducted in connection with Internal Affairs Investigations shall be approved by the Chief of Police.

#### **1010.18 FALSE ALLEGATIONS**

While encouraging the filing of legitimate complaints against Green Cove Springs Police Department members as a means by which they can be held accountable to the public, the Department simultaneously seeks to hold members of the public responsible for filing false and malicious allegations against police personnel. In cases of this nature, the complainants will be informed that appropriate legal proceedings will be instituted ([FSS 837.06](#); [FSS 837.012](#); [FSS 837.02](#); [FSS 837.021](#)).

Should it arise that malicious and false accusations are made, the allegations may be investigated in order to protect the integrity of the Department or its members. The investigation will be completed to the extent necessary to determine an accusation is false.

## Attachments

## IA-2 Complaint Form.pdf



# GREEN COVE SPRINGS POLICE DEPARTMENT

Chief Derek S. Asdot  
1001 Idlewild Avenue  
Green Cove Springs, FL 32043 (904) 297-7300



## Citizens Complaint Form

It is the policy of the Green Cove Springs Police Department (GCSPD) to investigate any, and all, allegations and complaints of misconduct against a member of the police department.

If you have a concern about the actions taken by a member of the Green Cove Springs Police Department you may utilize any of the options, outlined below, to make us aware:

1. You may complete this form and submit it to the police department (in person, by mail or via email).
2. You may contact us directly at the Green Cove Springs Police Department, located at 1001 Idlewild Avenue in Green Cove Springs, Florida 32043 and file your complaint in person.
3. You may use a letter sent via official mail service.
4. You may contact us by telephone at 904- 297-7300 (You should ask to speak with a supervisor. If a first-line supervisor is unavailable, you may ask to speak with a Division Commander).
5. You may contact the Department via fax at 904-284-1436.
6. You may inform us via the various GCSPD social media platforms.
7. You may contact us via email at [info@gcspd.com](mailto:info@gcspd.com).

Citizen complaints may be filed anonymously; however, if there are no investigative leads (i.e., witnesses, names, contact information, dates, or times) it may be difficult to conduct a thorough investigation into the allegations.

Upon receipt of a citizen complaint, a member of the Department will contact you to acknowledge receipt. 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 may be important that a written statement be obtained from you. If you have a concern that 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 through court proceedings.

A citizen complaint may be investigated in one of two ways, depending on the seriousness of the allegations. It will either be forwarded to the member's supervisor for inquiry or to Internal Affairs (more serious allegations) for investigation. Formal investigations pertaining to misconduct 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 the complaint. Upon completion of the investigation, the Chief of Police will review the finding in each case. The five possible findings in misconduct investigations are:

**Unfounded** - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

**Exonerated** - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

**Not Sustained** - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

**Sustained** - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

**Policy Failure**- When the member's misconduct was in-line with existing policy or there was no policy which addressed the incident. The investigation reveals policy changes are recommended.

At the completion of a member misconduct investigation, you will be notified in writing of the findings. 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 Green Cove Springs Charter and the Green Cove Springs Police Department’s Policy and Procedure Manual. Discipline may include training, counseling, and action up to and including termination. If your complaint is sustained and punitive discipline is imposed, the member has appeal rights. Therefore, you may be required to testify at one or more administrative proceedings.

While the Green Cove Springs Police Department is committed to processing valid citizen complaints against any department member, we are also cognizant that some individuals may make a false complaint against a police department employee. We want to caution any citizen making a false allegation that you may find yourself criminally charged under any of the following Florida State 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.*

Your valid concerns and criticisms help us become a more trusted and professional law enforcement agency. At the same time, a thorough and impartial investigation procedure helps protect employees from unwarranted charges when they perform their duties properly.







## IA-6 Garrity Warning.pdf

# GREEN COVE SPRINGS POLICE DEPARTMENT

## GARRITY WARNING

#: \_\_\_\_\_

At this time, I am going to question you about:

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---

---

This questioning concerns administrative matters relating to the official business of the Green Cove Springs Police Department. I am not questioning you for the purpose of instituting a criminal prosecution against you. During the course of this questioning, even if you disclose information which indicates that you may be guilty of criminal conduct, neither your self-incriminating statements nor the fruits of any self –incriminating statements you make will be used against you in any criminal proceedings.

Since this is an administrative matter and any self-incriminating information you may disclose will not be used against you in a court of law, you are required to answer my questions fully and truthfully. This requirement is set forth in our Green Cove Springs Police Department Policy and Procedures, requiring members of the Green Cove Springs Police Department to comply with all lawful orders.

If you refuse to answer my questions, this is a violation of the policies and procedures of the Green Cove Springs Police Department, and you will be subject to disciplinary action.

Do you understand what I have explained to you? **Yes** or **No**

Do you have any questions concerning what I have just explained to you? **Yes** or **No**

---

---

I, \_\_\_\_\_, by my signature below affirm that I have been advised of the “Garrity Warning” and have had its meaning explained to me.

\_\_\_\_\_  
Employee’s Signature/I.D.#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature/I.D.#

\_\_\_\_\_  
Date

## IA-13 Relieved of Duty.pdf

# GREEN COVE SPRINGS POLICE DEPARTMENT

## RELIEVED OF DUTY DOCUMENTATION

TO:

FROM:

DATE:

CC:

=====

You are hereby relieved of your duties. Effective immediately, you have been transferred to the Office of the Chief of Police, where you shall remain until advised otherwise by the Chief of Police or his designee. While in this status, your hours of accountability to the Office of the Chief of Police are as follows:

0900 to 1700; Monday through Friday with weekends and City approved holidays off.

You will receive full pay as long as you comply with the provisions outlined below.

1. You must remain at home (between the hours of 0900 to 1700, Monday through Friday) unless you are attending court or ordered to report to another place by the Operations Commander or his designee.
2. Each Monday through Friday, you must report by telephone to Chief's Administrative Assistant at 1000 and 1400 hours.
3. If it becomes necessary to leave your residence for personal reasons, you must first call the Commander of the Administrative Division or his designee for approval of use of your accumulated time to obtain permission. You must also notify the Administrative Division Commander upon your return home. If it becomes necessary to leave your residence on Department business, you must notify Administrative Division Commander prior to departure and then again upon your return to your residence. If it becomes necessary during duty hours to attend court in defense of your police duty related actions, you are expected to do so.
4. Utilization of any police facilities within the compound is strictly prohibited.
5. You must honor all subpoenas and other court related requests (i.e. pre-trial, depositions, etc.). Subpoenas will be picked up immediately upon notification.

6. You will attend all other required Department business assigned or received from the The Office of the Chief of Police or a member of the Command Staff.
7. All authorized off-duty police jobs are hereby suspended.
8. You will not take any police action, wear the uniform, carry a weapon or display a badge at any time while relieved of law enforcement duty.
9. Your participation in any event sponsored, sanctioned, endorsed or in any way identified with or representative of the City of Green Cove Springs Police Department is prohibited unless prior written authorization is obtained from the Chief of Police.
10. While on this status, you will conform to Departmental Policies and Procedures addressing plainclothes dress requirements when visitation to the Department, or while attending any other job related function. Strict compliance with this order is required.

You will be disciplined for violating any of the aforementioned provisions. Furthermore, if such violation occurs between the hours of 0900 and 1700, Monday through Friday, you will be carried without pay for the period of non-compliance.

The foregoing notice was served personally on \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 2011, at \_\_\_\_\_ hours.

**WARNING:** *Per F.S.S. 112.533 and General Order 02.01, this investigation is considered confidential.*

**RELIEVED OF DUTY EQUIPMENT INVENTORY**

Officer's Name: \_\_\_\_\_ ID # \_\_\_\_\_

When an officer has been relieved of duty by an appropriate superior officer, the member is required to turn in the following departmental equipment, which will stored with the Green Cove Springs Police Department's Property and Evidence Section, until the member's disciplinary action has been resolved.

\_\_ - Chest Badge(s)

1- Wallet Badge

1 – City Computer Serial # \_\_\_\_\_

1 – City Computer Air Card

1 - Employee Identification Cards (wallet/clip-on)

1 - Service Pistol - Serial # \_\_\_\_\_  
\_\_\_\_\_ Rounds of Ammunition

1- Service Rifle – Serial # \_\_\_\_\_

1 - Taser Serial # \_\_\_\_\_

1 - Portable Radio Serial # \_\_\_\_\_

Department Vehicle and Keys to Unit # \_\_\_\_\_

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## IA-15 Notice of Complaint Received Form.pdf





# GREEN COVE SPRINGS POLICE DEPARTMENT

Chief Derek S. Asdot  
1001 Idlewild Avenue  
Green Cove Springs, FL 32043 (904) 297-7300



## Notice of Complaint Received

This letter shall serve as a notice that your complaint against a member of the Green Cove Springs Police Department (GCSPD), in reference to an incident which occurred on: \_\_\_\_\_, has been received and is being processed in accordance with our Personnel Complaints Policy and Procedures.

Your complaint was received on: \_\_\_\_\_, by: \_\_\_\_\_.

As of this date: \_\_\_\_\_ the status of your complaint is; \_\_\_\_\_.

A supervisor or investigator with our agency will be contacting you and informing you on the status and disposition of your complaint.

If you have any questions or have anything to add, you may contact: \_\_\_\_\_

This member's telephone number is: \_\_\_\_\_

This member's email address is: \_\_\_\_\_

A copy of your Complaint Form is attached to this form.

## IA-16 Notice of I.A. Results.pdf



# CITY OF GREEN COVE SPRINGS POLICE DEPARTMENT



Derek S. Asdot Chief of Police 1001 Idlewild Avenue · Green Cove Springs, FL 32043 · Main (904) 297-7300 · Fax (904) 284-1436

## RESULTS OF INTERNAL INVESTIGATION

**To:**

**From:**

**Investigation Case Number:**

**Allegation(s):**

**Summary of Incident:**

**Findings:**

**Conclusion:**

## IA-3 First Notification of Investigation.pdf

# GREEN COVE SPRINGS POLICE DEPARTMENT

## MEMBER'S FIRST NOTIFICATION OF INVESTIGATION

TO:

FROM:

DATE:

IA#:

This letter serves as written notice that an inquiry has been filed against you concerning:

---

---

---

A copy of the original complaint and a Notice to the Chief of Police is attached.

It is my intention to interview you at a date/time to be set, about this incident. Once the interview has been set, you may request a postponement of up to twenty-four (24) hours.

During the interview, you will be asked questions specifically directed and narrowly related to the incident in question.

You are entitled to the protection provided by the City of Green Cove Springs Personnel Policies, the Rules & Regulations, and General Orders of the Green Cove Springs Police Department, the Police Officers Bill of Rights as defined in F.S.S 112.532 – 534, and the Constitution of the United States.

Feel free to contact me should you have any questions.

\_\_\_\_\_  
Member's Signature/I.D.# of Acknowledgement

\_\_\_\_\_  
Date

Attachment:

## IA-4 Bill of Rights Notification.pdf

**GREEN COVE SPRINGS POLICE DEPARTMENT**  
**BILL OF RIGHTS NOTIFICATION**

Name: \_\_\_\_\_ I.D. #: \_\_\_\_\_

Rank: \_\_\_\_\_ Assignment: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

---

Under Florida law (FSS 112.532) and department policy, all members shall have the following rights:

1. Your interrogation shall be conducted at a reasonable hour, preferably at the time when the member is on duty, unless the seriousness of the investigation is of such a degree that immediate action is required.
2. The interrogation shall take place either at the office of the command of the Public Integrity Investigator or at the office of the organizational component in which the incident occurred, as designated by the investigator or agency.
3. The member under investigation shall be informed of the rank, name and command of the Investigator in charge of the investigation, the interrogating member, and all persons present during the interrogation, all questions directed toward the member under interrogation shall be asked by and through only one interrogator at any one time.
4. The member under investigation shall be informed of the nature of the investigation prior to any interrogation, and he shall be informed of the name of the complainant(s).
5. Interrogation sessions shall be for reasonable periods and shall be timed to allow for such personal necessities and rest periods as are reasonably necessary.
6. The member under interrogation shall not be subjected to offensive language or threatened with transfer, dismissal or disciplinary action. No promise or reward shall be made as an inducement to answering any questions.
7. The formal interrogation of the member, including all recess periods, shall be recorded, and there shall be no unrecorded questions or statements.

8. If the member under investigation is under arrest, or is likely to be placed under arrest as a result of the interrogation, he shall be completely informed of all his rights prior to the commencement of the interrogation.
9. At the request of any member under investigation, he shall have the right to be represented by counsel or any other representative of his choice who shall be present at all times during such interrogation whenever the interrogation relates to the member's continued fitness for law enforcement or correctional service.

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The undersigned hereby acknowledges that he was informed of the above rights.

---

Member's Signature/I.D.#

---

Witness Signature/I.D.#



## IA-5 Notification Service Log.pdf

# GREEN COVE SPRINGS POLICE DEPARTMENT

## Notification Service Log

IA # \_\_\_\_\_

**Date:** \_\_\_\_\_

Member/Subject: \_\_\_\_\_ Served By: \_\_\_\_\_

Documents/Notifications: \_\_\_\_\_

Distributed Via: Fax: \_\_\_\_\_ Mail: \_\_\_\_\_ In Person: \_\_\_\_\_ Email: \_\_\_\_\_ Other: \_\_\_\_\_

**Date:** \_\_\_\_\_

Member/Subject: \_\_\_\_\_ Served By: \_\_\_\_\_

Documents/Notifications: \_\_\_\_\_

Distributed Via: Fax: \_\_\_\_\_ Mail: \_\_\_\_\_ In Person: \_\_\_\_\_ Email: \_\_\_\_\_ Other: \_\_\_\_\_

**Date:** \_\_\_\_\_

Member/Subject: \_\_\_\_\_ Served By: \_\_\_\_\_

Documents/Notifications: \_\_\_\_\_

Distributed Via: Fax: \_\_\_\_\_ Mail: \_\_\_\_\_ In Person: \_\_\_\_\_ Email: \_\_\_\_\_ Other: \_\_\_\_\_

**Date:** \_\_\_\_\_

Member/Subject: \_\_\_\_\_ Served By: \_\_\_\_\_

Documents/Notifications: \_\_\_\_\_

Distributed Via: Fax: \_\_\_\_\_ Mail: \_\_\_\_\_ In Person: \_\_\_\_\_ Email: \_\_\_\_\_ Other: \_\_\_\_\_

**Date:** \_\_\_\_\_

Member/Subject: \_\_\_\_\_ Served By: \_\_\_\_\_

Documents/Notifications: \_\_\_\_\_

Distributed Via: Fax: \_\_\_\_\_ Mail: \_\_\_\_\_ In Person: \_\_\_\_\_ Email: \_\_\_\_\_ Other: \_\_\_\_\_

**Date:** \_\_\_\_\_

Member/Subject: \_\_\_\_\_ Served By: \_\_\_\_\_

Documents/Notifications: \_\_\_\_\_

Distributed Via: Fax: \_\_\_\_\_ Mail: \_\_\_\_\_ In Person: \_\_\_\_\_ Email: \_\_\_\_\_ Other: \_\_\_\_\_

**Date:** \_\_\_\_\_

Member/Subject: \_\_\_\_\_ Served By: \_\_\_\_\_

Documents/Notifications: \_\_\_\_\_

Distributed Via: Fax: \_\_\_\_\_ Mail: \_\_\_\_\_ In Person: \_\_\_\_\_ Email: \_\_\_\_\_ Other: \_\_\_\_\_

## IA-10 File Review Log.pdf

# GREEN COVE SPRINGS POLICE DEPARTMENT

## File Review Log

IA# \_\_\_\_\_

**Date:** \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Address / Agency: \_\_\_\_\_

Provided by: \_\_\_\_\_ ID: \_\_\_\_\_

**Date:** \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Address / Agency: \_\_\_\_\_

Provided by: \_\_\_\_\_ ID: \_\_\_\_\_

**Date:** \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Address / Agency: \_\_\_\_\_

Provided by: \_\_\_\_\_ ID: \_\_\_\_\_

**Date:** \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Address / Agency: \_\_\_\_\_

Provided by: \_\_\_\_\_ ID: \_\_\_\_\_

**Date:** \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Address / Agency: \_\_\_\_\_

Provided by: \_\_\_\_\_ ID: \_\_\_\_\_

## IA-11 Distribution of Copies.pdf

# GREEN COVE SPRINGS POLICE DEPARTMENT

## Distribution of Copies

IA # \_\_\_\_\_

**Date:** \_\_\_\_\_

To: \_\_\_\_\_ Signature (In Person): \_\_\_\_\_

Address / Agency: \_\_\_\_\_

Distributed Via: Fax: \_\_\_\_\_ Mail: \_\_\_\_\_ In Person: \_\_\_\_\_ Email: \_\_\_\_\_

By: \_\_\_\_\_ ID: \_\_\_\_\_

**Date:** \_\_\_\_\_

To: \_\_\_\_\_ Signature (In Person): \_\_\_\_\_

Address / Agency: \_\_\_\_\_

Distributed Via: Fax: \_\_\_\_\_ Mail: \_\_\_\_\_ In Person: \_\_\_\_\_ Email: \_\_\_\_\_

By: \_\_\_\_\_ ID: \_\_\_\_\_

**Date:** \_\_\_\_\_

To: \_\_\_\_\_ Signature (In Person): \_\_\_\_\_

Address / Agency: \_\_\_\_\_

Distributed Via: Fax: \_\_\_\_\_ Mail: \_\_\_\_\_ In Person: \_\_\_\_\_ Email: \_\_\_\_\_

By: \_\_\_\_\_ ID: \_\_\_\_\_

**Date:** \_\_\_\_\_

To: \_\_\_\_\_ Signature (In Person): \_\_\_\_\_

Address / Agency: \_\_\_\_\_

Distributed Via: Fax: \_\_\_\_\_ Mail: \_\_\_\_\_ In Person: \_\_\_\_\_ Email: \_\_\_\_\_

By: \_\_\_\_\_ ID: \_\_\_\_\_

**Date:** \_\_\_\_\_

To: \_\_\_\_\_ Signature (In Person): \_\_\_\_\_

Address / Agency: \_\_\_\_\_

Distributed Via: Fax: \_\_\_\_\_ Mail: \_\_\_\_\_ In Person: \_\_\_\_\_ Email: \_\_\_\_\_

By: \_\_\_\_\_ ID: \_\_\_\_\_

## IA-17 Evidence Review Form.pdf

# GREEN COVE SPRINGS POLICE DEPARTMENT

## ADMINISTRATIVE INVESTIGATION EVIDENCE REVIEW FORM

INSTRUCTIONS: Listed below are items considered as evidence in Administrative Investigation case # \_\_\_\_\_. After reviewing each item, place your initials in the space provided then sign and date the acknowledgement at the bottom of the form.

Item #	Description	Initials
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		

I \_\_\_\_\_ by my signature below, acknowledge that I have reviewed the  
(PRINT NAME)  
 above listed \_\_\_\_\_ items which have been identified to me as evidence associated with this Administrative Investigation and that my opportunity to review these items of evidence took place prior to my interview with the investigator assigned to this case.

\_\_\_\_\_  
(SIGNATURE)      # \_\_\_\_\_ (ID NUMBER)      DATE: \_\_\_\_\_

WITNESSED BY:

\_\_\_\_\_  
(SIGNATURE)      # \_\_\_\_\_ (ID NUMBER)      DATE: \_\_\_\_\_