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.
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:  ________________________________

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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.
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: _______________