What you need to know before completing the attached complaint form:

• This complaint and any attachment become public record. If you have already filed a report with Key West Police Department Internal Affairs, and you want that complaint to remain confidential until the investigation is complete, you may want to refrain from filing at this time.

• Complaints should be filed as soon as possible of the time you became aware of the incident or after resolution of any criminal charges.

• Anyone who has criminal charges pending related to this complaint should consult an attorney before filing the complaint with the CRB and such pending charges may delay the progress of the investigation of your complaint with the CRB. Further, any statements made to the CRB are public record and can be used by anyone to incriminate the complainant. All statements will be uploaded to the internet.

• Complainants must advise the CRB of any changes of address or phone number; failure to provide the CRB current information or means for CRB to contact the complainant may result in dismissal of the case.

• All documents received by this office, including medical records, photo IDs, communications and alike become public records and will be disclosed on the Internet and viewable by anyone or any person. You should consider this fact before sending any matters or materials to this office.

• The CRB and its employees and agents are not your legal representatives. You should seek independent legal representations to understand your legal rights regarding the matters referenced in your complaint.

• The CRB jurisdiction is limited to City of Key West Police Officers and NOT Monroe county sheriffs, correction officers, Florida Fish and Wildlife Officers, FDLE representatives, Florida Highway Patrol Officers, Federal Agents, Military personal and alike.

I have read and understand the information provided to me on this page.

____________________________________  ___________________
Name/Nombre                      Date/Fecha
Please provide as much information as you can about the incident(s). Use additional pages if necessary. Suministre la mayor cantidad de información posible acerca del (de los) incidente(s). Utilice páginas adicionales si fuese necesario.

**A. COMPLAINANT INFORMATION**

**DATOS DEL DENUNCIANTE**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date of Birth:</th>
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<table>
<thead>
<tr>
<th>Address:</th>
<th>(Dirección) Street</th>
<th>(Ciudad) City</th>
<th>(Estado) State</th>
<th>(Código Postal) Zip</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>PO Box or Street, City, State and Zip</th>
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</table>

<table>
<thead>
<tr>
<th>E-Mail Address:</th>
<th>(Dirección e-mail)</th>
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<tr>
<th>Home Phone: (___)</th>
<th>Work Phone: (___)</th>
<th>Cellular: (___)</th>
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**B. NATURE OF COMPLAINT: Naturaleza de la denuncia:**

Battery  Rudeness  Deficient Service  Truthfulness  Driving  False Arrest  Excessive Force  Searches  Other

**C. INFORMATION ABOUT THE OFFICER(S) INVOLVED IN THE INCIDENT**

**DATOS DEL (DE LOS) OFICIAL (ES) INVOLUCRADO(S) EN EL INCIDENTE**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Badge #:</th>
<th>Vehicle #:</th>
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</table>

Please provide a physical description of officer:

Describa la apariencia física del oficial:

_______________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Name:</th>
<th>Badge #:</th>
<th>Vehicle #:</th>
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</table>

Please provide a physical description of officer:

Describa la apariencia física del oficial:

_______________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Name:</th>
<th>Badge #:</th>
<th>Vehicle #:</th>
</tr>
</thead>
</table>

Please provide a physical description of officer:

Describa la apariencia física del oficial:

_______________________________________________________________________________________________________
D. VICTIM/WITNESS INFORMATION
DATOS DE LA VICTIMA/TESTIGO

Did you witness the incident? Yes _____ No _____
¿Fue usted testigo del incidente denunciado? Sí _____ No _____

If you are filing a complaint on behalf of someone else, what is your relationship, if any, to the person(s):
Si usted está presentando una denuncia en nombre de otra(s) persona(s), indique cuál es su relación, si la hay, con esa(s) persona(s):

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</tbody>
</table>

Parent ___ Spouse ___ Relative ___ Guardian ___ Child ___ Friend ___ Other ___
Padre/Madre ___ Conyuge ___ Familiar ___ Tutor ___ Hijo/a ___ Amigo/a ___ Otra ___

Please provide as much of the following information as you can about the person(s) on whose behalf the complaint is filed and any witness(es) to the incident:
Suministre la mayor cantidad posible de la información que se solicita a continuación, sobre la (las) persona(s) en nombre de la(s) cual(es) presenta la denuncia, y sobre el (los) testigo(s) del incidente:

Victim/Witness #1
Vicima/Testigo No. 1
Is this person a: victim ___ witness ___
Esta persona es: victima ___ testigo ___

Name: __________________________
Nombre: ________________________
Address: ________________________ City __________________ State ____________
Dirección: ______________________ Ciudad: __________________ Estado: __________
Zip Code _______________ Contact numbers: Telephone _______________ Cell __________
Código Postal _______________ Teléfono: __________________

Victim/Witness #2
Vicima/Testigo No. 2
Is this person a: victim ___ witness ___
Esta persona es: victima ___ testigo ___

Name: __________________________
Nombre: ________________________
Address: ________________________ City __________________ State ____________
Dirección: ______________________ Ciudad: __________________ Estado: __________
Zip Code _______________ Contact numbers: Telephone _______________ Cell __________
Código Postal _______________ Teléfono: __________________

Victim/Witness #3
Vicima/Testigo No. 3
Is this person a: victim ___ witness ___
Esta persona es: victima ___ testigo ___

Name: __________________________
Nombre: ________________________
Address: ________________________ City __________________ State ____________
Dirección: ______________________ Ciudad: __________________ Estado: __________
Zip Code _______________ Contact numbers: Telephone _______________ Cell __________
Código Postal _______________ Teléfono: __________________
E. INFORMATION ABOUT THE INCIDENT
INFORMACION ACERCA DEL INCIDENTE

Please provide as much information as possible, using additional pages if necessary.
Suministre la mayor cantidad de informacion posible, utilizando páginas adicionales si fuese necesario.

Date: ___________ Time: ___________ Location: __________________
Fecha: ___________ Hora: ___________ Lugar: __________________

Case # if applicable: ________
No. de Caso, si corresponde: ________

__________________________________________________________________________________
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Attach additional pages if necessary. Page number ____ of ____ pages of narrative

Are you being prosecuted for this incident or do you have a pending criminal case? Yes ____ No ____

Have you ever been convicted of a felony? Yes ____ No ____

“I hereby certify that, to the best of my knowledge, and under the penalty of perjury, the statements made herein are true.” I hereby acknowledge and understand that any documents, materials, medical records, e-mail and other communication delivered to the CRB office becomes public record and shall be viewable on the internet by anyone or any entity. You have been advised that any statement made to the CRB can be used by other governmental entities.

_____________________________________________ ______________________
Signature of Complainant Date signed

Complaint Received by: Complaint Reviewed by: Action Taken:
Date complaint forwarded to Chief of Police: ________