



CLAY COUNTY SHERIFF'S OFFICE MEMBER COMPLAINT FORM

How do I submit a comment (positive or negative) about a CCSO employee or service?

The Internal Affairs Section primarily handles serious complaints about Clay County Sheriff's Office employees. Citizens can ask to speak to any on-duty CCSO supervisor directly at any time or call the Office of Internal Affairs at (904) 213-6039 Monday - Friday, 8 a.m. – 5 p.m., excluding holidays. Citizens may also obtain and complete the Citizen Comment Form at headquarters or the operations centers in Orange Park or Middleburg.

You can fill out the form online and mail it to the following address:

Clay County Sheriff's Office
Attn: Internal Affairs
P. O. Box 548
Green Cove Springs, FL 32043

Incident or Event Information

What Happened?

Location of Incident: _____

Date: _____ Time: _____

Explanation of Event:

CCSO Member Information

Name: _____ ID#: _____

Race: _____ Sex: _____ Ht.: _____ Wt.: _____ Approx. Age: _____ In Uniform?

Other Identifying Characteristics: _____

Vehicle or Tag Number: _____ Vehicle Model: _____

Vehicle Description: _____

Contact Information (Complainant)

First Name: _____ MI: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Race: _____ Sex: _____ DOB: _____

Home Phone: _____ Cell Phone: _____ Business Phone: _____

Witness Contact Information

First Name: _____ MI: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Race: _____ Sex: _____ DOB: _____

Home Phone: _____ Cell Phone: _____ Business Phone: _____

Review

Please verify that the information is complete and accurate in order to submit the information to Internal Affairs.

All information is true and correct to the best of my knowledge.

Caution: *Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her duty shall be guilty of a misdemeanor of the second degree as provided by Florida State Statutes 837.06, 775.082, 083, and 084. Further, if the charge(s) is found to be unfounded, the accused has the right to pursue civil recourse against the complainant.*

