



# Wrightsville Beach Police Department

## Personnel Complaint Report

Use this form to register your complaint about the Wrightsville Beach Police Department.  
You may leave this form with a supervisor or mail it to:  
Chief of Police, PO Box 452, Wrightsville Beach, NC 28480.

<input type="checkbox"/> <b>CITIZEN COMPLAINT</b>	<b>INTERNAL COMPLAINT</b>
<b>COMPLAINANT INFORMATION</b>	

Internal Use Only: Leave Blank

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Business Address

Control #

OCA#

\_\_\_\_\_  
Age

\_\_\_\_\_  
Sex

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip

If applicable, list other complainants and/or witnesses and their phone numbers:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Name of Employee(s) Involved:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Location of Incident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

Were you arrested? (Check one)  Yes  No

Court Date: \_\_\_\_\_

What were you charged with? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Complainants Initials \_\_\_\_\_



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For Internal Use Only: Leave Blank

Attempt to Resolve Complaint:

Complaint Resolved:  Yes  No

Assigned for Further Investigation:  Yes  No

Discipline Administered:

Further Discipline Recommended: Yes No  
(If yes attach memorandum of recommendation)

Supervisor Name	Signature	Date
Commander Name	Signature	Date
Chief David Squires	Signature	Date
Chief of Police	Signature	Date

FINAL DETERMINATIONS:

SUSTAINED (the allegation is true) and indicates improper conduct on the part of the employee being investigated.

NOT SUSTAINED (there is insufficient evidence to confirm or refute the allegation)

EXONERATED (the employee's actions were justified, lawful, and proper)

UNFOUNDED (the allegation is false) the incident that was the basis for the complaint did not occur or that neither the Department nor Department employees were involved in the incident.

POLICY FALIURE (The employee acted in accordance with existing Departmental Policy and Procedure) however there is a flaw in the policy. This finding may also apply when there is not a policy to cover the circumstances and the Chief agrees that a policy to address the circumstance is required.