

FOUNDATION FOR FREEDOM | CONSTITUTIONAL COUNTY TOOLKIT

CITIZEN CONSTITUTIONAL COMPLAINT FORM

For Submission to a Constitutional Compliance Committee or Other Authorized County Review Process

2026 RESOURCE LIBRARY

DOCUMENT THE FACTS • IDENTIFY THE CONCERN • REQUEST LAWFUL REVIEW

Before You Submit

Use this form to document a concern that a county policy, proposed action, ordinance, regulation, enforcement practice, emergency measure, or use of county resources may affect a constitutional right or exceed lawful county authority. This form does not itself begin a lawsuit, criminal case, administrative appeal, ethics complaint, election contest, or other legally required proceeding.

The reviewing body should screen each submission for jurisdiction and refer matters to the public official, constitutional officer, agency, administrative process, or court having lawful authority when appropriate.

Important: Do not include Social Security numbers, financial account numbers, medical records, confidential law-enforcement information, or other sensitive information unless specifically required and lawfully requested. Submissions to a public body may become public records, subject to applicable exemptions.

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SECTION 1 — COMPLAINANT INFORMATION

Full Name	
Street / Mailing Address	

City / State / ZIP	
Phone	
Email	

☐ I am submitting this complaint on my own behalf.

☐ I am submitting information concerning a broader public or county issue.

☐ I am authorized to act for an organization or another person. If applicable, explain and attach authorization.

SECTION 2 — GOVERNMENT ACTION OR POLICY AT ISSUE

County department, agency, office, board, official, employee, contractor, policy, or program involved:

Date(s) of action or incident: _____

Location: _____

Name/title of official(s) or employee(s), if known:

Type of matter (check all that apply):

☐ County ordinance or resolution

☐ County policy or administrative practice

- ☐ Law-enforcement practice
- ☐ Emergency order or emergency measure
- ☐ Use of county funds, personnel, equipment, or resources
- ☐ Government surveillance / data collection
- ☐ Property or regulatory enforcement
- ☐ Public meeting / speech / assembly issue
- ☐ Religious-liberty concern
- ☐ Election-administration concern
- ☐ Due-process concern
- ☐ Other

SECTION 3 — CONSTITUTIONAL OR LEGAL CONCERN

Which rights or principles do you believe may be affected? Check all that apply.

- ☐ First Amendment — speech, press, religion, assembly, or petition
- ☐ Second Amendment — right to keep and bear arms
- ☐ Fourth Amendment — search, seizure, privacy, warrants
- ☐ Fifth / Fourteenth Amendments — due process or equal protection
- ☐ Property rights / takings

☐ Tenth Amendment / federalism / anti-commandeering

☐ Florida Constitution

☐ Separation of powers / lawful authority

☐ Other constitutional or statutory provision

☐ Unsure — I am requesting help identifying the legal issue

Specific constitutional provision, statute, ordinance, order, or policy, if known:

SECTION 4 — STATEMENT OF FACTS

Describe what happened in chronological order. State facts you personally know separately from information you received from others. Identify dates, persons, documents, statements, and actions as precisely as possible.

SECTION 5 — WHY YOU BELIEVE REVIEW IS NEEDED

Explain how the action or policy affects you, another person, or the public, and why you believe it presents a constitutional or legal concern.

SECTION 6 — SUPPORTING EVIDENCE

Attach copies or identify the location of relevant evidence. Do not submit originals unless specifically requested.

- ☐ Government order, ordinance, resolution, regulation, or policy
- ☐ Letters, emails, notices, citations, or official correspondence
- ☐ Photographs or video
- ☐ Public meeting minutes or recordings
- ☐ Public records

- ☐ Witness statement(s)
- ☐ Court or administrative documents
- ☐ News article or public statement (for context; identify the original source when possible)
- ☐ Other

List attachments / links: _____

SECTION 7 — STEPS ALREADY TAKEN

- ☐ Contacted the department or employee involved
- ☐ Contacted a County Commissioner
- ☐ Contacted the County Administrator
- ☐ Contacted the County Attorney
- ☐ Contacted the Sheriff or other constitutional officer
- ☐ Filed an administrative appeal or grievance
- ☐ Filed an ethics or inspector-general complaint
- ☐ Filed or participated in litigation
- ☐ No prior action taken
- ☐ Other

Briefly describe prior contacts, responses, case numbers, or outcomes:

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SECTION 8 — PENDING OR RELATED PROCEEDINGS

Is this matter currently involved in any lawsuit, criminal investigation, prosecution, administrative appeal, election contest, ethics proceeding, grievance, or other formal process? ☐ Yes ☐ No ☐ Unsure

If yes, identify the proceeding, agency/court, case number, and current status:

A pending proceeding may require the Committee to defer, limit, or refer its review to avoid interfering with a court, investigation, election process, administrative remedy, or constitutional officer.

SECTION 9 — REQUESTED OUTCOME

What are you asking the reviewing body to do? Check all that apply.

- ☐ Review a county policy or practice
- ☐ Request legal review by authorized counsel
- ☐ Recommend clarification or amendment of a county policy or ordinance
- ☐ Recommend that an authorized county body reconsider or correct an action
- ☐ Refer the matter to the appropriate constitutional officer, agency, ethics body, or other authority
- ☐ Recommend constitutional or procedural training
- ☐ Provide a written advisory recommendation
- ☐ Other

Describe the specific outcome you are requesting:

SECTION 10 — CERTIFICATION & SIGNATURE

I certify that the information in this submission is true and accurate to the best of my knowledge. I understand that submitting this form does not establish that a constitutional violation occurred and does not guarantee any particular action or remedy. I understand that this submission may be a public record unless a specific legal exemption applies. I understand that I remain responsible for meeting any court, administrative, election, grievance, or other legal deadline that may apply to my matter.

Signature: _____

Printed Name: _____

Date: _____

OPTIONAL — COMMUNICATION PREFERENCE

☐ Email

☐ Telephone

☐ Mail

☐ I authorize the reviewing body to contact me for clarification or additional documents.

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FOR OFFICIAL / COMMITTEE USE ONLY

Tracking / Case Number	
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Date Received	
Received By	
Initial Screening Date	
Assigned Reviewer / Staff	
Conflict / Recusal Identified?	☐ Yes ☐ No
Pending Proceeding Identified?	☐ Yes ☐ No
Public Record / Exemption Review	

INITIAL SCREENING DISPOSITION

- ☐ Request additional information
- ☐ Within advisory scope — place on agenda / continue review
- ☐ Refer to County Commission / county administration
- ☐ Refer to Sheriff or appropriate law-enforcement authority
- ☐ Refer to Supervisor of Elections or appropriate election process
- ☐ Refer to another constitutional officer

- ☐ Refer for authorized legal review
- ☐ Refer to ethics / inspector general / administrative process
- ☐ Defer because of pending litigation, investigation, election, or administrative proceeding
- ☐ Outside scope / no further Committee action
- ☐ Duplicate / previously resolved
- ☐ Other

Reason / referral details: _____

COMMITTEE REVIEW / RECOMMENDATION

- ☐ No further action recommended
- ☐ Policy review recommended
- ☐ Legal review recommended
- ☐ Referral recommended
- ☐ Corrective action recommended to an authorized body
- ☐ Education / training recommended
- ☐ Additional fact development required
- ☐ Other

Date considered: _____

Vote / disposition: _____

Referral or recommendation transmitted to:

Follow-up date: _____

Final status / closure: _____

Reviewer Notes

Important Administrative Safeguards

- ☐ Receipt of a complaint is not proof of wrongdoing.
- ☐ Do not promise confidentiality unless a legal exemption applies.
- ☐ Do not use this form to direct criminal investigations or prosecutions.
- ☐ Do not interfere with pending court cases, investigations, election contests, or administrative proceedings.
- ☐ Respect powers allocated exclusively to constitutional officers.
- ☐ Provide notice and a fair opportunity to respond before issuing formal criticism of an identifiable official or employee when required by law or fairness.

☐ Maintain records according to applicable public-record and retention requirements.

Educational & Legal Notice

This model form is provided for educational and policy-development purposes and is not legal advice. It should be customized by the adopting county and reviewed by qualified counsel before official use. Florida public-record law, Sunshine requirements, confidentiality exemptions, due-process rules, county charters, local ordinances, and the authority of constitutional officers may affect how complaints are received, reviewed, retained, disclosed, referred, and resolved.

FAIR PROCESS • DOCUMENTED FACTS • LAWFUL REVIEW

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