

POLICE COMPLAINT FORM

INSTRUCTIONS

The following form must be filled in completely before any action will be taken on your complaint. All properly filed complaints will be answered only in writing. City Council meetings will not be used as a public forum for complaints against Police Officers. Please allow 30 days to receive an answer to your complaint. You must be specific as to the nature of your complaint. If you are complaining about an incident that is under investigation or is pending hearing or Trial in any court, you will only receive a notice stating "Under Investigation." You may not use one form to complain about multiple incidents. You must fill out a separate form for each incident in question. Please be advised, if this complaint is used to affect the employment of an officer or employee of the city, the officer or employee must be provided with a copy of this complaint and the written answer.

PERSON MAKING COMPLAINT

Last Name First Name M.I. Sex Race DOB Drivers License# State of DL

Address City State Zip Area Code Telephone #

INCIDENT IN QUESTION

Date of Incident Time of Incident Name of Officer Involved Officer's Employer

Name of Person directly affected by this Incident Sex Race Date of Birth Driver's License# State of DL

How was this person affected (Arrested, Citation, Jailed, Injured, Questioned and Released) other _____

What is your standing to make this complaint Please Circle one Choice (Person affected, Concerned Citizen, Parent) other _____

What did the Officer do that prompted you to make this complaint; (Violated a Law-Be Specific-, Made Illegal Stop, Conducted Illegal Search, Used Profanity, Used Unnecessary Force, Was Rude in dealing with the Public) (Circle One Response)

WITNESSES THAT HAVE DIRECT KNOWLEDGE OF THIS INCIDENT (IF NONE SO STATE)

Last Name First Name M.I. Sex Race DOB Drivers License# State of DL

Address City State Zip Area Code Telephone #

Last Name First Name M.I. Sex Race DOB Drivers License# State of DL

Address City State Zip Area Code Telephone #

ACTION YOU ARE REQUESTING (TERMINATION, SUSPENSION, WARNING, NONE REQUESTED) Please circle Response
Who are you directing this Complaint to: Please Circle One Choice (Chief of Police, City Council, Mayor)

Please write a brief narrative of your complaint in the space provided on the back of this form. ANY FALSE STATEMENTS MADE MAY BE SUBJECT TO PROSECUTION UNDER PERJURY, FALSE REPORT OR CIVIL STATUTES. UNDER PENALTY OF PERJURY THE UNDERSIGNED SWEARS THAT THE FACTS CONTAINED ON PAGE ONE, TWO, AND ALL ATTACHMENTS OF THIS DOCUMENT, ARE WITHIN THEIR PERSONAL KNOWLEDGE AND ARE TRUE AND CORRECT.

Signature of Complainant

POLICE COMPLAINT FORM

NARRATIVE REPORT

Under Penalty of Perjury the undersigned swears that the facts contained on page one , two, and all attachments of this document are within their personal knowledge and are true and correct.

Signature of Complaint

Signature of City Official Receiving Complaint

Date Received

POLICE COMPLAINT FORM

PC §37.02. Perjury.

- (a) A person commits an offense if, with intent to deceive and with knowledge of the statement's meaning:
 - (1) he makes a false statement under oath or swears to the truth of a false statement previously made and the statement is required or authorized by law to be made under oath; or
 - (2) he makes a false unsworn declaration under Chapter 132, Civil Practice and Remedies Code.
- (b) An offense under this section is a Class A misdemeanor.

(Chgd. by L.1993, chap. 900(1.01), eff. 9/1/94.)

PC §37.03. Aggravated perjury.

- (a) A person commits an offense if he commits perjury as defined in Section 37.02, and the false statement:
 - (1) is made during or in connection with an official proceeding; and
 - (2) is material.
- (b) An offense under this section is a felony of the third degree.

(Chgd. by L.1993, chap. 900(1.01), eff. 9/1/94.)

GC § 614.022. Complaint to be in Writing and Signed by Complainant

To be considered by the head of a state agency or by the head of a fire or police department, the complaint must be:

- (1) in writing; and
- (2) signed by the person making the complaint.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

GC § 614.023. Copy of Complaint to be Given to Officer or Employee

(a) A copy of a signed complaint against a law enforcement officer, fire fighter, or police officer shall be given to the officer or employee within a reasonable time after the complaint is filed.

(b) Disciplinary action may not be taken against the officer or employee unless a copy of the signed complaint is given to the officer or employee.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

POLICE COMPLAINT FORM

On the _____ day of _____ 20 ____ personally appeared _____

_____ who on their oath stated the above facts were true and correct.

Notary

(Seal)