



*****CONFIDENTIAL*****
SANSOM PARK POLICE
DEPARTMENT
CITIZEN COMPLAINT FORM

Chief James Burchfield

All complaints concerning Sansom Park Police Department personnel are taken seriously and will be investigated thoroughly and impartially. Persons wishing to make a formal complaint against a department employee must submit this completed form. The form must be written legibly or typed. When completed, the form may be taken directly to the Sansom Park Police Department or mailed to the address above. An investigator will review the completed form and speak with you, **after which time** this form must be sworn to and notarized.

The mere filing of this complaint does not substantiate the allegations. If an investigation determines the employee acted improperly, disciplinary action will be taken. You will be notified of the results when the investigation is complete.

TEXAS GOVERNMENT CODE

Complaints Against Law Enforcement Officer or Firefighter

Sec. 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 department or local law enforcement agency, the complaint must be: (1) in writing; and (2) signed by the person making the complaint.

Sec. 614.023 Copy of Complaint to be Given to Officer or Employee. (a) A copy of a signed complaint against a law enforcement officer of this state or a fire fighter, detention officer, county jailer, or peace officer appointed or employed by a political subdivision of this state 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.

TEXAS PENAL CODE

Perjury and Other Falsifications

Sec. 37.08 False Report to Peace Officer or Law Enforcement Employee – Class B Misdemeanor
(a) A person commits an offense if, with the intent to deceive, he knowingly makes a false statement that is material to a criminal investigation and makes the statement to: (1) A Peace Officer conducting the investigation; or (2) any employee of a law enforcement agency that is authorized by the agency to conduct the investigation and that the actor knows is conducting the investigation.

I affirm that I have read and understand the above information. I hereby wish to file an official complaint and swear the information on the following pages is true and correct to the best of my knowledge.

Signature of Complainant

Printed Name of Complainant

Date and Time

SANSOM PARK POLICE
CITIZEN COMPLAINT FORM
AFFIDAVIT AND STATEMENT

Your Name: _____ Today's Date: _____
Date of Birth: _____ ☐ Male ☐ Female
Your Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____

Please provide as much information as you can about the incident.

Date of Incident: _____ Time: _____ ☐ AM ☐ PM
Location: _____

If you do not know the officer's name and/or badge #,
please give a physical description in the space below, including race and sex.

Officer(s) Involved: _____	Badge #: _____
Officer(s) Involved: _____	Badge #: _____
Officer(s) Involved: _____	Badge #: _____
Officer(s) Involved: _____	Badge #: _____
Officer(s) Involved: _____	Badge #: _____

If another witness of any kind was present, please list them here as described above.

Witness: _____
Address: _____
Phone Number(s): _____

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Phone Number(s): _____

Witness: _____
Address: _____
Phone Number(s): _____

Do you have criminal and/or traffic charges pending from this incident?

If yes, please list: _____

Do you have any evidence which you wish to present with this complaint?

If yes, please list: _____

What type of complaint are you filing?

- | | |
|--|--|
| ☐ Service Complaint (Dissatisfaction with police service) | ☐ Inappropriate Conduct |
| ☐ Excessive Force | ☐ Rudeness |
| ☐ Alleged Criminal Conduct | ☐ Other |

Signature: _____

**SANSOM PARK POLICE
CITIZEN COMPLAINT FORM
AFFIDAVIT AND STATEMENT**

Today's Date: _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature of Complainant

Date Time

Notary Public, State of Texas

5705 AZLE AVE
SANOM PARK, TX 76114
817-626-1921

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