



## SULPHUR SPRINGS ISD POLICE DEPARTMENT

631 CONNALLY STREET  
SULPHUR SPRINGS, TEXAS 75482

### ***Citizen Complaint Process***

The Department will hear all complaints against its members, which have been initiated by any person that is found to have standing for such a complaint.

Complaints may be reported by phone, mail, internet, or in person. All complaints will be addressed. Following the first report of your complaint, you will be asked to provide a written statement and following that, the complaint will be investigated. All investigations of citizen complaints will be conducted in a timely matter. Depending on the nature of the complaint, some will take longer than others to investigate. Upon conclusion of the investigation you will be notified of the disposition of your complaint.

The Complaint process is a tool used to evaluate citizen concerns with regards to the performance and actions of our personnel and the agency itself. The process is not used to determine guilt or innocence or to debate the outcome of any legal proceeding; the appropriate court of venue will handle these legal proceedings.

#### Types of Citizen Complaints:

Generally there are two types of citizen complaints: those regarding a particular police service and those involving police personnel.

#### ***Police Service Complaints***

Are those types of complaints made regarding any service performed by the Police Department, and not specifically directed at an employee.

#### ***Police Personnel Complaints***

Are those types of complaints regarding the performance of duties, or behavior of Departmental personnel, which include, but of course are not limited to, violations of Federal, State and Local laws, and other rules established through Departmental policies and procedures.

These types of complaints are generally subdivided into two categories: complaints handled by the immediate supervisor and complaints handled by the Office of Internal Affairs: Examples of complaints handled by the immediate supervisor would be "Rudeness" or "minor driving violations" etc. Examples of complaints handled by the Office of Internal Affairs would be, violation of Federal, State or Local laws, Excessive Force, etc.



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### **What is the law regarding making a complaint on a police officer?**

Texas Government Code § 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.

Texas Government Code § 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.

Texas Penal Code § 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.

### ***Instructions***

This form should be completed with as much details as possible and signed in front of a Police Notary. The completed form should be brought to the Sulphur Springs ISD Police Department at 631 Connally Street.



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PERSON MAKING COMPLAINT

Last			First		Middle
Sex	Race	Date of Birth	Drivers License#	State of DL	
Home phone			Work phone		Cell Phone
Email					
Address/City/State/Zip Code					

INCIDENT IN QUESTION

Date of Incident	Time of Incident	Location of Incident

Name or description of Officer(s) Involved



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Name of Person directly affected by this Incident:

Last			First		Middle
Sex	Race	Date of Birth	Drivers License#	State of DL	
Home phone			Work phone		Cell Phone
Email					
Address/City/State/Zip Code					

How was this person affected (Arrested, Citation, Jailed, Injured, Questioned and Released, Other)
What is your standing to make this complaint (Person affected, Concerned Citizen, Parent)

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)



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Please write a brief narrative of your complaint (If additional space is needed attach a separate page to this form)



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WITNESSES THAT HAVE DIRECT KNOWLEDGE OF THIS INCIDENT (If there are additional witnesses please attach a separate page to this form)

Last			First		Middle
Sex	Race	Date of Birth	Drivers License#	State of DL	
Home phone			Work phone		Cell Phone
Email					
Address/City/State/Zip Code					

Last			First		Middle
Sex	Race	Date of Birth	Drivers License#	State of DL	
Home phone			Work phone		Cell Phone
Email					
Address/City/State/Zip Code					

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Person Making Complaint

Last	First	Middle

**PRINT NOW. Do not sign until delivered to Police Notary. Please call to set appointment.**

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 THIS COMPLAINT FORM, AND ALL ATTACHMENTS OF THIS DOCUMENT, ARE WITHIN THEIR PERSONAL KNOWLEDGE AND ARE TRUE AND CORRECT.

\_\_\_\_\_  
Signature of Complainant

On the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

personally appeared \_\_\_\_\_ who on their oath stated the above facts were true and correct.

\_\_\_\_\_  
(Seal)

Notary

\_\_\_\_\_  
Signature of City Official Receiving Complaint

\_\_\_\_\_  
Date Received