

# JACKSBORO POLICE DEPARTMENT

## Formal Complaint Affidavit

The Jacksboro Police Department is receptive to all complaints involving Department personnel. Persons wishing to make a formal complaint against a Department member must submit this completed affidavit, which will be sworn to and notarized. The form may be legibly handwritten or typed.

Complaints should include as much relevant known information as possible, such as:

- Date and time of the incident
- Location of the incident
- If known, the names, badge numbers of the involved officer(s).
- Names and contact information of witnesses and their relationship to the incident.
- Any action you reasonably believe amounts to officer / employee misconduct.

This Formal Complaint Affidavit is an official document to be used by the Jacksboro Police Department. Your completed sworn affidavit will be forwarded to the Office of the Chief of Police for review and if necessary, investigations. The complainant (you) must swear to the truthfulness and accuracy of your complaint affidavit before a Notary Public. Intentional falsifications of this sworn affidavit could result in criminal prosecution under statutes of the Texas Penal Code. If an internal investigation is merited, the affected Department member(s) will be provided a copy of this sworn affidavit to afford him / her an opportunity to respond to the complaint. Upon completion of an internal investigation, one of the following dispositions will be prescribed.

**Sustained:** The allegation is supported by sufficient evidence.  
**Not sustained:** The available evidence was insufficient to either prove or disprove the allegation.  
**Exonerated:** The incident being complained did occur, but Officer's actions were lawful or proper.  
**Unfounded:** The incident did not occur.

Appropriate disciplinary action, when applicable, will be taken based upon the results of the investigation. The action taken can vary according to the severity of the misconduct, etc. All administrative action taken by the Police Department is limited and bound by the Texas Local Government Code to:

<b>Reprimand</b>	<b>Suspension</b>	<b>Dismissal</b>
Forward your complaint to:	Chief of Police Jacksboro Police Department 124 E. Belknap Jacksboro, TX 76458	Office: (940) 567-2666

You will be notified of the results of the investigation when completed.

Please acknowledge that you have been informed of this procedure by signing and dating below.

\_\_\_\_\_  
(Signature of Person Completing Affidavit)

\_\_\_\_\_  
(Date)

**The Office of the Chief of Police can be reached between the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday by calling 940-567-2666.**



**JACKSBORO POLICE DEPARTMENT**  
**Formal Complaint Affidavit**

**Complaint Affidavit**

I, \_\_\_\_\_ have been notified that Texas Government Code section 614.023 provides that a complaint against a Law Enforcement Officer of the State of Texas or against a Fireman, must be placed in writing and signed by the person making the complaint and that a copy is to be furnished to the affected officer within a reasonable amount of time after the complaint is filed and before any disciplinary action may be taken.

On this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_ at \_\_\_\_\_ a.m. /p.m., state that my name is, \_\_\_\_\_, my date of birth is \_\_\_\_\_, I live at \_\_\_\_\_ in the city of \_\_\_\_\_ and in the State of \_\_\_\_\_.

I do state that the following facts occurred: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

The above statement was given of my own free will without any threats or, promises and that its content is true and correct to the best of my knowledge.

\_\_\_\_\_  
(Complainant's Signature)

Subscribed and sworn before me, the undersigned authority, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

PLACE  
NOTARY STAMP  
HERE

\_\_\_\_\_  
Notary Public in and for \_\_\_\_\_  
County, Texas  
My Commission Expires: \_\_\_\_\_

