

ROMAN FOREST POLICE DEPARTMENT

COMPLAINT ON OFFICER

This form is considered to be a formal complaint. In order for this complaint to be investigated properly, please make sure all the information on this form is completed. When you have completed the form, please submit it to the Chief of Police. The Chief of Police or designee investigates all complaints and you will be advised of the outcome. Investigations will be completed within 45 days to include the taking of disciplinary action if necessary. Upon completion of this investigation, you will be notified in writing, of the results of the investigation and any action taken.

Completed investigations are classified as:

Unfounded - no truth to allegations.

Exonerated - allegations true, but are the result of adherence to departmental policy or procedure.
Exonerated complaints will be reviewed by the Chief of Police for policy issues.

Not sustained - unable to verify the truth of the matters under investigation.

Sustained - allegations are true. Complaints will not be classified as sustained unless based on a finding of facts determined during the investigation.

The Roman Forest Police Department's image and reputation depend on the personal integrity and discipline of all our officers. The Chief of Police will competently and impartially investigate all allegations of misconduct.

Sincerely,
Stephen Carlisle
Chief of Police

GOVERNMENT CODE

Section 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 in writing; and signed by the person making the complaint.

Section 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.

PENAL CODE

Section 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.

Section 37.03. Aggravated Perjury
(a) A person commits an offense if he commits perjury as defined in Section 37.02, and the false statement is made during or in connection with an official proceeding; and is material.
(b) An offense under this section is a felony of the third degree.

SWORN AFFIDAVIT

STATE OF TEXAS
COUNTY OF MONTGOMERY
CITY OF ROMAN FOREST

DATE: _____
TIME: _____

Before me, the undersigned authority, appeared _____
(Print Affiant's Name)

who after being duly sworn on his/her oath deposes and says:

My full name is: _____. I am ____ years of age, and my date of birth is: _____. I currently reside at: _____, in (city): _____, (state) _____, Zip Code: _____. My home telephone number is: _____, and my work number is _____. I can also be contacted at (other number, cell, etc...) _____. My driver's license or official identification number is: _____. My occupation is _____ and my email is: _____.

I HAVE BEEN INFORMED THAT UNDER TEXAS GOVERNMENT CODE, SECTION 614.022 THAT:

"To be considered by the head of a state agency or by the head of a fire or police department, the complaint must be in writing and signed by the person making the complaint."

I HAVE BEEN INFORMED THAT UNDER TEXAS PENAL CODE:

Section 37.02. "A person commits an offense of perjury if, with intent to deceive and with knowledge of the statement's meaning: he/she 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 he/she makes a false unsworn declaration under Chapter 132, Civil Practice and Remedies Code."

Section 37.03. "A person commits an offense of Aggravated Perjury if he/she commits perjury as defined in Section 37.02, and the false statement is made during or in connection with an official proceeding; and is material."

In order to conduct a complete and thorough investigation of your complaint, we need you to answer the following questions. Please be as specific as possible.

1. Date of Incident: _____ Time of Incident: _____
2. Location of the incident (address): _____

3. Number of Roman Forest Police Officers/Employees involved: _____

List any names, ID numbers, vehicle numbers and/or license plate numbers,
And/or provide physical descriptions of the officer(s) involved:

A. _____

B. _____

C. _____

(Use separate page if necessary)

4. Number of witnesses who observed the incident: _____

Provide full names, addresses, phone numbers, and any other identifying data. If there
are no witnesses, please write the word "NONE."

A. _____

B. _____

C. _____

D. _____

E. _____

5. Did you sustain any injuries? _____ If yes, please list the type of injuries
which were a result of this particular incident: _____

(Use separate page if necessary)

6. Did you receive any medical attention? _____. If yes, please provide the name,
address, and telephone number(s) of any doctor's office and/or hospital, as well as the
date you received treatment. _____

7. Were you arrested? _____ Were you issued any tickets? _____ If yes to either question, please list the charges filed and/or citations issued and the disposition.

(Please use additional page if necessary)

8. Please give a detailed accounting of what happened.

(Use additional pages if necessary. Note: You may type/write your statement out without using this form page if desired)

(Statement, continued)

(Use additional pages if necessary)

I have read this statement in its entirety and certify that it is correct and true to the best of my knowledge.

(Name: Printed)

(Signature)

Subscribed and sworn to before me this ____ day of _____, 20__.

(Notary Stamp/Seal)

Notary Signature: _____

(NOTE: A typed or handwritten statement may be attached in lieu of section 8 of this document. However, the document must be dated and signed in the presence of a Notary Public). All pages of the statement must be dated and initialed.