



Double Oak Police Department

320 Waketon Road
Double Oak, Texas 75077
972-355-5995



COMPLAINT

PERSONNEL or RACIAL PROFILING (circle one)

Complainant Name: _____
(Last) (First) (Middle)

Home Address: _____
(Street)

(City) (State) (Zip Code)

Telephone / Email hp: _____ cp: _____ email: _____

Name of Involved Employees (If Known):

1. _____
2. _____

Allegation(s)

1. _____
2. _____

STATEMENT

Clearly and chronologically state what happened, ensuring that you articulate the conduct, facts and evidence in support of your allegation(s). Please sign your statement and initial all corrections.



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Filing a false complaint against a police employee is a violation of the Texas Penal Code, Section 37.02. If a person knowingly and intentionally makes a false statement under oath, or swears to the truth of a false statement previously made under oath, a person may be found guilty and punished by a fine up to \$4,000, confinement in jail up to one year, or by both fine and imprisonment.
I have read each page of this statement consisting of ____ pages. Corrections, if any, bear my initials. I certify the facts contained herein are true and correct.

Signature

Date

Please print this form, sign and mail to the Double Oak Police Department, 320 Waketon Rd., Double Oak, TX 75077.



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Complaint Instructions

The Double Oak Police Department understands the importance of protecting the community from employee misconduct and the opportunity to assess the effectiveness of our policies and procedures. These objectives can only be met through consistent and professional investigations regarding concerns about police service.

It is appreciated that filing a written complaint regarding a police employee's behavior can be a difficult undertaking and one that most persons don't engage in lightly. Your concerns will be documented and treated with respect. It is a requirement of the Texas Government Code that complaints about police conduct be reduced to writing and we sincerely appreciate your efforts to complete the statement to the best of your ability. Complaints must be filed by the involved party (you cannot file a complaint on another person's behalf); other persons may have to give statements as witnesses.

Your complaint will be reviewed by the Chief of Police and a decision will be made at that time to pursue further investigation, determine if there is a need for an investigation by the employee's immediate supervisor, or if there is a need to initiate an internal affairs investigation. You will receive notification by a department supervisor regarding the progress on your complaint.

The person assigned investigative responsibility for your complaint will meet with you, assemble evidence, conduct witness interviews (if appropriate) and prepare written findings.

There can be a number of outcomes to an internal affairs investigation including an unfounded complaint, departmental policy failure, employee counseling, written reprimands, suspension without pay and termination of employment. When the investigation is completed you will be notified of the result(s) and action(s) taken.

This form is provided for your assistance, however you must print, sign, and take or mail this form to the Double Oak Police Department, 320 Waketon Rd., Double Oak, TX 75077 (972) 355-5995.