

**FORT WORTH MARSHAL'S OFFICE
PERSONNEL COMPLAINT SHEET**

Texas Government Code, 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.

Texas Government Code, 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.

(c) In addition to the requirement of Subsection (b), the officer or employee may not be indefinitely suspended or terminated from employment based on the subject matter of the complaint unless:

- (1) the complaint is investigated; and
- (2) there is evidence to prove the allegation of misconduct.

Texas Penal Code, Sec. 37.08: FALSE REPORT TO A PEACE OFFICER

(a) A person commits an offense if, with 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;

(b) In this section, "law enforcement agency" has the meaning assigned by Article 59.01, Code of Criminal Procedure.

(c) An offense under this section is a Class B misdemeanor.

"I affirm that I have read and understand Texas Government Code, Section 614.022 and 614.023 (Complaints against law enforcement officers) and Texas Penal Code, Section 37.08 (False report to a peace officer)."

Signature of Complaining Person

Date

Time

Complainant:		Date:
Address:		Phone:
Date/Time of Incident:	Location:	
Employee Involved (if known):		

Narrative:

“I, _____, wish to make the following statement to Fort Worth Marshal _____, regarding an incident that directly involved me on the above date and time, at the above location. I have been advised of the procedure required by law to file this statement, and I am doing so with the knowledge that any intentional falsehoods included in this statement may be used as evidence against me in a court of law. My statement, which follows, includes ONLY INFORMATION and/or FACTS to which I can PERSONALLY testify under oath, and includes NO INFORMATION and/or FACTS that are “hearsay”. I do hereby state:”

Is this statement continued? Yes No Initials _____

Completion instructions to person making this statement of complaint against a police employee:

- 1.) Do not leave any lines blank on your statement --- cross out unused lines with a diagonal line across any and all lines not used.
- 2.) Initial at any place on your statement where you made any kind of correction, such as an erasure, cross-out or mark-over.
- 3.) Please initial at the bottom of any page used for your statement.
- 4.) Read your completed statement carefully before signing.
- 5.) You will be given a copy of your completed statement if you so request.
- 6.) You will be notified regarding the conclusion of the investigation of the complaint. If the investigation takes more than thirty (30) days, you will be notified regarding the progress of the investigation at the thirty (30) day period.

FINAL STATEMENT AND SIGNATURE:

“I hereby certify that all INFORMATION and/or FACTS which I have included herein are accurate and correct, to the best of my knowledge. My entire statement consists of two pages.”

Signature of Complaining Person

Date

Time