



Poteet Police Department
 182 5th St. • PO Box 378, Poteet, Texas 78065
 (t)830-742-8123 (f)830-742-8607



Formal Complaint Affidavit
(Instructions) *(page 1 of 4)*

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

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 Poteet Police Department. Your completed sworn affidavit will be forwarded to the Chief of Police for review and if necessary, investigation. **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:

Reprimand	Suspension	Dismissal
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Please have complaint notarized, return to City Hall and submit to the City Administrator.
 Eric Jiminez
 City Administrator
 491 Ave H, Poteet TX. 78065

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 Chief of Police can be reached between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday by calling 830-742-8123



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Formal Complaint Form (Incident Details)

(page 2 of 4)

Date of Report: _____ Time of Report: _____ a.m. p.m.

Date of Incident: _____ Time of Incident: _____ a.m. p.m.

 Name of Complainant Age D.O.B. Race Sex

 Home Address City State Zip Code Phone #

 Business Address City State Zip Code Phone #

 Drivers License Number State Social Security Number



Were you charged with an offense in this incident? YES or NO

Charges Filed:

If known, please list the name, badge number and / or assignment of the employee(s) involved in this incident:

What type of complaint are you filing?

- Service complaint** – (Dissatisfaction with police service)
- Rudeness**
- Excessive Force**
- Inappropriate Conduct**
- Other**



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Formal Complaint Form Affidavit (page 3 of 4)

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 maybe 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: _____

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: _____



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Formal Complaint Form Affidavit (cont'd) (page 4 of 4)

(*Please make additional copies as needed)

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: _____