

**Mills County Sheriff's Office
Citizen Complaint Form**

The policy of the Mills County Sheriff's Office is to investigate complaints of misconduct on the part of any Sheriff's Deputy or employee of the Agency. In order to allow proper investigation of alleged misconduct, the attached form must be filled out completely and notarized before it is submitted to the Agency for review, *no action can or will be taken on any Citizen Complaint Form that is not notarized.*

The completed form must be returned to a staff officer of the Mills County Sheriff's Office (Chief Deputy or Sheriff). The completed form may be the basis for an investigation of the allegations against the individual. The person making the complaint may be contacted by a staff officer or the Agency's internal investigator for an interview, the formal taking of a statement, or clarification of the allegations. This filing of a formal complaint against an employee of the Mills County Sheriff's Office by you institutes an administrative investigation, which could result in disciplinary action being taken against the employee(s).

It is noted that a person who makes a false statement under oath concerning a complaint filed (as required by Section 614.022, Texas Government Code) against a law enforcement officer, with intent to deceive and with knowledge of the statements meaning, is guilty of Aggravated Perjury under Section 37.03 of the Texas Penal Code, if he/she has knowledge of the content of the complaint, the purpose of its filing, and the official character of the investigation conducted in connection therewith, and if the statement is material.

Citizens who might feel uncomfortable submitting this form at the Sheriff's Office should contact us at (325) 648-2245 and other arrangements can be made.

As a matter of policy, each person who makes a formal complaint against a Mills County Sheriff's Office employee will be advised of the final result of the investigation. If you have any questions about the internal investigation policy or procedure, please contact us.

I acknowledge that I have read the above notification prior to or at the conclusion of my statement.

Complainant

Date

Witness

Today is _____, the _____ day of _____, 20____

I am submitted a formal complaint against the following named employee(s) of the Mills County Sheriff's Office:

- 1) _____ 2) _____
3) _____ 4) _____

I do not know the employee(s) name. I can describe the employee as:

1) ___ Male ___ Female ___ White ___ Black ___ Hispanic ___ Asian
___ Height ___ Weight ___ Hair Color _____

2) ___ Male ___ Female ___ White ___ Black ___ Hispanic ___ Asian
___ Height ___ Weight ___ Hair Color _____

My complete name is: _____

My complete address is: _____ Zip _____

My birthday is: _____

My driver's license number is: _____

Telephone numbers where I may be reached are:

- () _____ Cell
() _____ Home
() _____ Work

Tell your story in your own words using the narrative on the next page. Include as much detail as possible. Please include name(s), places, times, witnesses, and descriptions. When you have completed the narrative, return the complaint form to the Sheriff's Office.

When you have completed preparing your complaint, provide to the Sheriff's Office. Do not leave your complaint with the receptionist, rather provide to a staff officer of the Mills County Sheriff's Office (Chief Deputy or Sheriff).

A complaint should be made in a timely manner after the incident so that the details are readily available to the investigating supervisor and prompt attention can be focused to correct and/or discipline an employee acting in an unacceptable manner.

According to state law, the Sheriff's Office receipt of the complaint, investigation, and beginning of discipline of the officer must be completed within 180 days after the occurrence of the act. For criminal matters, the time frame is 180 days from the discovery of the act.

Notarization

Do not sign this page of the complaint unless your complaint has first been reviewed, in person, by a staff officer of the Mills County Sheriff's Office (Chief Deputy or Sheriff).

On this, the ____ day of _____, 20____ personally appeared before me, the undersigned authority, _____ who, after being duly sworn by me deposes and says:

The statements contained in this report, made by me, are true and correct to the best of my knowledge.

Signature: _____ Date: _____, 20____

Sworn and subscribed to before me, a Notary Public, in and for the State of Texas on this, the ____ day of _____, 20____

Notary Signature: _____

(stamp)