



\*\*\*CONFIDENTIAL\*\*\*

SHAVANO PARK POLICE DEPARTMENT  
ATTN: PROFESSIONAL STANDARDS UNIT  
900 SADDLETREE CRT  
SHAVANO PARK, TEXAS 78231  
CITIZEN COMPLAINT FORMS

It is the policy of the Department to courteously receive and to investigate complaints concerning its employees. All complaints concerning Shavano Park Police Department personnel are taken seriously and will be investigated thoroughly and impartially. Persons wishing to make a formal complaint against a department employee are encouraged to submit all completed forms. The forms must be written legibly or typed. When completed, the form may be taken directly to the Shavano Park Police Department or mailed to the address above. An investigator will review the completed form and may wish to speak with you if you wish to speak to the investigator or complete the optional supplemental contact form.

The mere filing of this complaint does not substantiate the allegations. A person making an anonymous complaint or who refuses to make a written complaint does not necessarily prevent an investigation from being initiated on the facts provided, but does cause the matter to be more difficult to process to an effective conclusion. If an investigation determines the employee acted improperly, disciplinary action will be taken. You will be notified of the results when the investigation is complete if your contact information is provided. An **optional** Supplemental Contact Information Form is provided so an investigator can contact you and gather information regarding the complaint. Feel free to call our office at 210-492-9248 if you need assistance.

#### STATE LAWS:

##### TEXAS GOVERNMENT CODE

###### Complaints Against Law Enforcement Officer or Firefighter

**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.

**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.

##### TEXAS PENAL CODE

###### Perjury and Other Falsifications

**Sec. 37.08 False Report to Peace Officer or Law Enforcement Employee – Class B Misdemeanor**  
(a) A person commits an offense if, with the 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.

**SHAVANO PARK POLICE DEPARTMENT**  
**OPTIONAL SUPPLEMENTAL CONTACT INFORMATION FORM**

\*\*Although not required by law providing this information will aid an investigator in gathering details regarding your complaint and contacting you if needed.

Your Name: _____	Today's Date: _____
Date of Birth: _____	<input type="checkbox"/> Male <input type="checkbox"/> Female
Your Address: _____	
City: _____	State: _____ Zip: _____
Email address: _____	Work Phone: _____ Cell Phone: _____

Please provide as much information as you can about the incident.

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

Location: \_\_\_\_\_

If you do not know the officer's name and/or badge #,  
please give a physical description in the space below, including race and sex.

Officer(s) Involved: _____	Badge #: _____
Officer(s) Involved: _____	Badge #: _____
Officer(s) Involved: _____	Badge #: _____
Officer(s) Involved: _____	Badge #: _____
Officer(s) Involved: _____	Badge #: _____

If another witness of any kind was present, please list them here as described above.

Witness: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Witness: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Witness: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Do you have criminal and/or traffic charges pending from this incident?  
If yes, please list: \_\_\_\_\_

Do you have any evidence which you wish to present with this complaint?  
If yes, please list: \_\_\_\_\_

What type of complaint are you filing?

<input type="checkbox"/> Service Complaint (Dissatisfaction with police service)	<input type="checkbox"/> Inappropriate Conduct
<input type="checkbox"/> Excessive Force	<input type="checkbox"/> Rudeness
<input type="checkbox"/> Alleged Criminal Conduct	<input type="checkbox"/> Other

Signature: \_\_\_\_\_



