



Josephine Police Department Formal Complaint Affidavit

Instructions

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

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 Josephine 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.
Not Involved: The employee was not present at the time the misconduct or incident occurred.

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

Forward your complaint to: Chief of Police Office: (972) 843-8085 Fax: (469) 717-0082
Josephine Police Department
P.O. Box 99
Josephine, Texas 75164

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)



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Incident Details

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 #

Driver's 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**

