



# CITIZEN COMPLAINT FORM

SANDY OAKS Police Department  
CRIMINAL INVESTIGATION DIVISION



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A message from the Chief of Police,

The Sandy Oaks Police Department Criminal Investigation Division (CID) is a dedicated law enforcement agency. The core values of integrity and professionalism define our character and guide our interactions. We operate on the principle that all persons we deal with deserve to be treated equally and fairly. Therefore, we welcome both criticism and praise and take it seriously. Our goal is to investigate any officer for misconduct/civil rights violations. The Texas Government Code (see Section 614.022 below) requires our agency to accept signed, notarized statements (originals) only.

All signed complaints are reviewed at the executive level. If you wish to be contacted or notified of the status of your complaint, you may call 210-850-6437.

Nicolas P. Juarez/Chief of Police CID

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## GOVERNMENT CODE

### Chapter 614. PEACE OFFICERS AND FIRE FIGHTERS

#### Subchapter B. COMPLAINT AGAINST LAW ENFORCEMENT OFFICER OR FIRE FIGHTER

Sec. 614.021. APPLICABILITY OF SUBCHAPTER. (a) Except as provided by Subsection (b), this subchapter applies only to a complaint against: (1) a law enforcement officer of the State of Texas, including an officer of the Department of Public Safety or of the Texas Alcoholic Beverage Commission; (3) a peace officer under Article 2.12, Code of Criminal Procedure, or other law enforcement officer who is appointed or employed by a political subdivision of this state; ...

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.

Office Use Only:

Date/Time Received: \_\_\_\_\_ Initials: \_\_\_\_\_

## Complainant Information

To file a complaint against a peace officer of the City of Sandy Oaks, please provide all the information requested on this form. Briefly describe the incident involving you and the officer. The Mayor and Chief of Police will review the completed form. To ensure a fair and thorough investigation, additional information may be required. Also, it may be necessary to speak with you directly about this matter. **NOTE: By law, this form must be notarized.**

Your Name		Date	
Address	City	State	Zip Code
DOB	Sex	Driver's Licence No. & State	
Phone: Home	Work	Cell	
Follow-up Request	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Email Address

Provide as much information as you can about the circumstances of your complaint.

## Incident and Officer Information

Date of Incident	Time of Incident	Location	
Officer's Name	Officer's Badge No. & Rank		

## Witness Information

Name			
Address	City	State	Zip Code
Phone: Home	Work	Cell	
Name			
Address	City	State	Zip Code
Phone: Home	Work	Cell	

**IMPORTANT – Please read the following statement:**

**Texas Penal Code Title 8, Sec. 37.02. PERJURY.**

(a) A person commits an offense if, with intent to deceive and with knowledge of the statement's meaning:

(1) he (she) makes a false statement under oath or swears to the truth of a false statement previously made and the statement is required or authorized by law to be made under oath; ....

(b) An offense under this section is a Class A misdemeanor.

Describe the incident and the nature of your complaint below.

[Empty box for describing the incident and the nature of the complaint]

Use an additional page(s), if necessary.

\_\_\_\_\_  
Affiant

Subscribed and sworn before me by \_\_\_\_\_

on this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_\_ .

\_\_\_\_\_  
Notary Public for the State of Texas

**Mail this form to:**  
City of Sandy Oaks, Tx  
Attn:Chief's Office  
P.O. Box 828  
Sandy Oaks,TX 78112

**Seal**