

**MONTGOMERY COUNTY SHERIFF'S OFFICE
ADMINISTRATIVE INVESTIGATION**

Non-Employee (Citizen) COMPLAINT WARNING / AFFIDAVIT

File No: _____

Requirement for making Complaint Against a Law Enforcement Officer or Firefighter.

TEXAS GOVERNMENT CODE

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 or police department, 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, fire fighter, or police officer 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.

Acts 1993, 73rd Leg., ch/263. Sec.1, eff. 9-1-93

PENAL CODE

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 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; or
 - (2) he makes a false sworn declaration under Chapter 132, Civil Practice and Remedies Code.
- (b) An offense under this section is a Class "A" Misdemeanor.

Sec. 37.03. Aggravated Perjury.

- (a) A person commits an offense if he commits perjury as defined in Section 37.02. and the false statement:
 - (1) is made during or in connection with an official proceeding; and
 - (2) is material.
- (b) An offense under this section is a Felony of the Third Degree.

Montgomery County Sheriff's Office
Administrative Investigation
Non-Employee (Citizen) Complaint Form

Official Use Only: Date/Time Received: _____ Received By: _____ IA #: _____ Assigned to: _____

Instructions:

This form should only be completed if you wish to initiate a complaint against the Sheriff's Office or an employee(s). If you would rather attempt to resolve this issue with the employee's supervisor, you may contact the employee's supervisor directly (936-760-5800). For assistance, please contact the Internal Affairs Office during regular hours or any Sheriff's Office supervisor.

If you decide to file a complaint:

Complete the complainant information and statement portions on the following pages. Once the form is completed it can be delivered to an on-duty supervisor or during regular business hours to the Internal Affairs Office in person (an appointment is required) or the complaint can be mailed to Montgomery County Sheriff's Office – Internal Affairs- 301 North Thompson, Suite 205 in the *James H. Keeshan Building*, Conroe, Texas 77301. You may also meet directly with any Sheriff's Office supervisor or someone in Internal Affairs. Please notify the Internal Affairs Office if your address or phone number changes prior to the resolution of your complaint.

AFFIDAVIT

Please describe both the incident and the specific nature of your complaint as completely as possible. Be sure to give the names, addresses and phone numbers of any witnesses of which you are aware. Be as specific as possible about the details such as exactly what was said, time and dates of incident. Identify the exact location of the incident, identification of the Sheriff's Office employees involved, if known. If Sheriff's Office employee's names are not known, please include detailed descriptions of deputies. Be specific, it is important to provide as much information as possible. Attach additional sheets if necessary. Please feel free to include any other relevant information or items. i.e., photos

Witnesses:

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

Names of deputies you are complaining about: _____
