



Service# \_\_\_\_\_

## Oak Point Department of Public Safety Citizen Complaint Packet

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The Oak Point Department of Public Safety takes allegations of employee misconduct seriously and has developed this packet to assist you in better understanding the process.

There are two forms of complaints, formal and informal. Formal complaints are made in writing and are reserved for serious misconduct allegations such as, corruption, misuse of force, civil rights violations, or criminal misconduct. Due to the serious nature of these allegations, you are required to swear an oath before a notary public regarding the validity of your complaint. Informal complaints can be made verbally or in writing to a police superior for perceived minor infractions or inappropriate behavior. Both are important and will be investigated. Most complaints lodged against Oak Point DPS employees are informal and resolved by the employee's superior.

The attached Complaint/Allegation form will only be accepted to report allegations of employee misconduct. Disagreements over the merits of an arrest, citation, or ticket do not come under the purview of the complaint process, unless employee misconduct is alleged.

Generally, complaint investigations are concluded within 30 days, unless the Director of Public Safety extends that time due to extenuating circumstances. The officer or employee named in the complaint will be notified of the complaint and its substance, unless doing so would hinder the investigation. If you filed a written complaint, you will be notified when the investigation is complete and the disposition of the complaint.

Written complaints and any investigative findings against police employees may be subject to Texas open records laws and may be released to the media or other requesters. You may request confidentiality by circling YES on the complaint form; however, **it is not possible to guarantee confidentiality.**

**\*NOTICE\*** It is a crime to knowingly make a false complaint regarding the conduct of a law enforcement officer. All instances of false reporting are referred to the Denton County District Attorney's Office for prosecution.

Completed forms may be dropped off at the Oak Point Department of Public Safety or mailed to the following address:

Oak Point Department of Public Safety  
100 Naylor Rd.  
Oak Point, Texas 75068

If forms are incomplete with no explanation or have not been notarized your complaint will not be investigated until the information is provided or notarized page returned signed and notarized. There are notaries in the reception area of the department. If desired you may call 972.294.0000 and request to meet with Chief Shackelford or Sgt Tatu regarding the incident and the filing of your paperwork.



Service# \_\_\_\_\_

Oak Point Department of Public Safety  
Employee Misconduct Complaint/Allegation Form

<b><u>Statement of:</u></b>	<b><u>Department Use Only:</u></b>
Name: _____	Complaint appears to be:
Address: _____ _____	FORMAL                      INFORMAL
D.O.B. _____	Form was submitted by:
Cell Phone: _____	Aggrieved Individual                      Witness to the misconduct
Best time to be contacted: _____	This statement consists of this form plus _____ pages and was received on _____ at _____ hours. <span style="margin-left: 150px;">(Date)</span> <span style="margin-left: 150px;">(time)</span>
If Aggrieved Individual were you arrested or received a citation? <u>Circle one.</u> Yes                                      No	Employee Receiving Form _____.
If a witness to the reason for the complaint were you involved in the incident? <u>Circle one.</u> Yes                                      No	
I request that my complaint be kept confidential to the extent allowed by law. <u>Circle one.</u> Yes                                      No	



Service# \_\_\_\_\_

I want to complain about (**police employee, badge number, car number, other**) \_\_\_\_\_

Because on (date) \_\_\_\_\_ at about (time) \_\_\_\_\_ He/She/They \_\_\_\_\_

**Please disclose the name and contact information of any witnesses and describe any supporting evidence.**



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**What would you like to see happen as the result of your complaint?**

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**Complainants Certification:**

I hereby certify that to the best of my knowledge, and under penalty of perjury, that the statements made herein are true. This statement consists of this form plus \_\_\_\_\_pages

\_\_\_\_\_  
(Complainants signature and date)

Subscribed and sworn to before me  
On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Notary Public for the State of Texas

My commission expires \_\_\_\_\_.