CITIZEN COMPLAINT FORM

A message from Steve Dye, Chief of Police
Grand Prairie Police Department

The employees of the Grand Prairie Police Department are committed to delivering the highest level of public safety services possible to our citizens and visitors to our community. We hold ourselves to high standards of conduct and the expectation is for our employees to always perform their duties with integrity, respect and in a professional manner.

I realize, at times, we will make mistakes. While the number of these mistakes should be few, it is important I am aware of any complaints toward our efforts in providing the best level of service possible. As an organization, we would also like to know of any instances where our employees should be recognized or receive a commendation for a job well done.

If you do have a complaint, please complete the attached form to allow our agency to evaluate our employee's actions based on the facts of the incident. As your Chief of Police, I have a responsibility to you and the members of this department to ensure that any complaints of alleged misconduct are properly and thoroughly investigated and discipline and/or training is provided when appropriate.

Sincerely,

Steve Dye, Chief of Police
Grand Prairie Police Department
1525 Arkansas Lane
Grand Prairie, Texas 75052

Attachments: Grand Prairie Police Department Complaint Form

GRAND PRAIRIE POLICE DEPARTMENT
COMPLAINT AGAINST EMPLOYEE
ADMINISTRATIVE INVESTIGATIONS
STATEMENT NOTIFICATION

This filing of a formal complaint against an employee of the Grand Prairie Police Department by you institutes an administrative investigation, which could result in disciplinary action being taken against the employee(s).

Therefore, **a person who makes a false statement under oath concerning a complaint filed** (as required by Section 614.022, Texas Government Code) a**gainst a law enforcement officer**, with intent to deceive and with knowledge of the statement's meaning, **is guilty of Aggravated Perjury** under Section 37.03 of the Texas Penal Code, if he/she has knowledge of the content of the complaint, the purpose of its filing, and the official character of the investigation conducted in connection therewith, and if the statement is material.

I acknowledge that I have read the above notification prior to or at the conclusion of my statement.

_____
COMPLAINANT

_____
DATE

_____
WITNESS

Today is _____, the _____day of _____, 20___.

I am submitted a formal complaint against the following named employee(s) of the Grand Prairie Police Department:

1)_____ 2) _____

3)_____ 4) _____

I do not know the employee(s) name. I can describe the employee as:

1) ____Male ____ Female ____White ____Black ____Hispanic ____Asian

_____ Height _____ Weight _____ Hair Color _____

2) ____Male ____ Female ____White ____Black ____Hispanic ____Asian

_____ Height _____ Weight _____ Hair Color _____

My complete name is: _____.

My complete address is:_____ Zip _____.

My birthday is: _____.

My Driver's license number is: _____.

My Social Security number is: _____.

Telephone numbers where I may be reached are:

( ) _____
Home

( ) _____
Work

( ) _____
Cell

Tell your story in your own words using the narrative on the next page(s). Include as much detail as possible. Please include name(s), places, times, witnesses and descriptions. When you have completed the narrative, return the complaint form to the Police Department.

If there are witnesses, do not take statements from them. The Internal Affairs (I.A.) Sergeant will interview them. If you need additional pages, number and initial the bottom of each additional page.

When you have completed preparing your complaint, you are required to call the Internal Affairs Sergeant (972-237-8810) to schedule an appointment to meet with him personally. Do not leave your complaint with the receptionist. The I.A. Sergeant must review your complaint with you present. The complaint will then be notarized by the I.A. Sergeant once signed.

If the I.A. Sergeant is on an extended absence (vacation etc.), ask the receptionist to call any police supervisor to meet you in the lobby. After a police supervisor has reviewed your complaint with you, the receptionist must notarize your signature and will forward your complaint to the I.A. Sergeant.

DO NOT sign page 7 of the complaint unless your complaint has first been reviewed; in person; by either the I.A. Sergeant or another police supervisor.

A complaint should be made in a timely manner after the incident so that the details are readily available to the investigating supervisor and prompt attention can be focused to correct and/or discipline an officer acting in an unacceptable manner.

According to state law, the Police Department's receipt of the complaint, investigation, and beginning of discipline of the officer must be completed within 180 days after the occurrence of the act. For criminal matters, the time frame is 180 days from the discovery of the act.

NARRATIVE

_____@_____

Date and Time Incident Occurred **Address Incident Occurred**

_____

_____

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_____

_____

_____

_____

_____

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_____

IF SPACE IS NEEDED, PLEASE ADD MORE PAGES

NOTARIZATION

On this, the _____ day of _____, 20_____ personally appeared before

me, the undersigned authority, _____ who, after being duly sworn by me

deposes and says:

The statements contained in this report, made by me, are true and correct to the best of my knowledge.

Signature: _____ Date: _____, 20____.

Sworn and subscribed to before me, a Notary Public, in and for the State of Texas on this

the _____ day of _____, 20_____.

Notary Signature: _____.

(stamp)