

Princeton Police Department



James Waters – Chief of Police

306 Main Street
Princeton, Texas 75407
Phone: 972-736-3901
Fax: 972-736-6395

Since 1971

CITIZEN WISHING TO FILE A COMPLAINT AGAINST AN OFFICER

THESE SPECIFIC POINTS ARE UNDERSTOOD BY THE UNDERSIGNED:

1. The citizen must, in good faith, make full, fair and honest disclosure of all the facts and circumstances known to him/her at the time the complaint is filed. The facts, as presented, must be in the form of an affidavit and provided under oath. Said affidavit will form the basis of any further investigation, charging instrument and or disciplinary action.
2. The citizen-complainant must be sworn and sign both the Complaint Report, Affidavit of Fact, this complainant acknowledgment and the charging instrument. Based upon the written submissions, an investigator will be assigned to the case. The investigator will then forward any and all findings to the Chief of Police for further actions.
3. The citizen-complainant must be readily available to be contacted by an investigator for any further information that might be needed. Failure to be reached and or contact the investigator back with a reasonable time frame will result in the dismissal of said complaint.
4. If the defendant is found guilty, the defendant may appeal the case to a higher court.
5. Please be advised that any statement made at this time or in the future to a police officer, prosecutor or other city investigative personnel may be used against you should a crime present itself during the investigation process.
6. Once a complaint is filed, only the Chief of Police, upon recommendation of the investigator, has the authority to dismiss a complaint.

Citizen-Complainant's Printed Name

Citizen-Complainant's Signature

Date: _____

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CITIZEN COMPLAINT REPORT

COMPLAINT: _____ IA #: _____
OFFICER: _____ DATE & TIME: _____

VICTIM/COMPLAINANT:

Full Name: _____ Date of Birth: _____
Address: _____ City _____ State _____ Zip _____
Phone (Home): _____ Work/Business: _____

OFFICER :

Name: _____
Description: Age _____ Sex _____ Race _____
Height _____ Weight _____ Hair _____

VEHICLE INFORMATION (if applicable):

Color _____ Year _____ Model _____
Make _____ Body Style _____ License Plate _____
Special/Features _____

Date of Complaint: _____

Time of Complaint: _____

Location of Complaint: _____

NARRATIVE (Describe in detail in the Affidavit of Fact - use as many pages as necessary to fully, fairly and honestly relate all material facts and circumstances. The information must be based upon personal knowledge and personal observation. Any additional witnesses must be listed. If photographs, videos or tapes are included, the person who took the photographs/videos or recordings must be identified):

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LIST WITNESSES:

Name: _____

Address: _____ City _____ State _____ Zip _____

Phone (Home): _____ Work/Business: _____

Name: _____

Address: _____ City _____ State _____ Zip _____

Phone (Home): _____ Work/Business: _____

EVIDENCE – complainant or another witness must be able to establish a foundation and authenticate.

- Photographs
- Video
- Tape Recordings
- Other: _____

I swear that the statements made herein are within my personal knowledge true and correct.

Name of Complainant

Date

Notary of the State of Texas

Date

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AFFIDAVIT OF FACT

CITY OF PRINCETON §
COUNTY OF COLLIN §
STATE OF TEXAS §

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed below and who, under oath, did depose and state the following:

1. “My name is _____. I am over the age of eighteen (18) years and am fully competent to make this affidavit.
2. I have personal knowledge of the facts contained in this affidavit, and those facts are true and correct.

I UNDERSTAND THAT ANY FALSE STATEMENT MADE BY ME IN THIS STATEMENT IS A CLASS A MISDEMEANOR VIOLATION OF SECTION 37.02 OF THE TEXAS PENAL CODE UNDER PERJURY. I UNDERSTAND THAT IF I AM FOUND GUILTY OF MAKING A FALSE STATEMENT THAT I CAN BE SENTENCED TO ONE (1) YEAR IN THE COUNTY JAIL AND BE FINED UP TO FOUR THOUSAND DOLLARS (\$4,000.00) OR BOTH FINE AND JAIL SENTENCE.

THIS IS A GOVERNMENT RECORD. I UNDERSTAND THAT TAMPERING WITH A GOVERNMENT RECORD, INCLUDING KNOWINGLY MAKING A FALSE ENTRY, USING, MAKING OR PRESENTING A GOVERNMENT RECORD WITH KNOWLEDGE OF ITS FALSITY MAY SUBJECT ME TO THE PENALTIES OUTLINED IN SECTION 37.10 OF THE TEXAS PENAL CODE.

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Further affiant saith not.”

Name: _____

Address: _____

Phone No. _____

SWORN TO AND SUBSCRIBED before me the undersigned authority on this _____
day of _____, 20__.

NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS