



# The Hays County Sheriff's Office

## Citizen Report Form

Commendation       Complaint

*Instructions: Complete all pages of form.  
Use black ink or a typewriter, or complete the form  
using your computer.  
Sign before a Notary Public.*

*Mail to: Hays County Sheriff's Office  
Attn: Office of Professional Responsibility  
810 South Stagecoach Trail  
San Marcos, TX 78666*

*Email to: opr@co.hays.tx.us*

Internal Number: \_\_\_\_\_

Last Name:		First Name:		Middle Name:	
Address:		Apt #	Work / School:		Work Phone: (     )
City:		State:	Zip:	Home Phone: (     )	
Witness Information					
Witness Last Name:		First Name:		Middle Name:	Relationship:
Address:				Phone: (     )	
Witness Last Name:		First Name:		Middle Name:	Relationship:
Address:				Phone: (     )	
Name of Sheriff's Office member if known (If unknown, please provide a description of the person and type of duty performed, e.g. traffic, patrol, detectives, etc.)					
1				Employee #	Section
2				Employee #	Section
3				Employee #	Section
Date of Incident:		Time of Incident:		Location of Incident:	

### 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 unsworn 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.

In addition, the following provisions apply to complaints against law enforcement officers:

#### 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.



Signature of Complainant: \_\_\_\_\_

Date: \_\_\_\_\_

State of Texas  
County of \_\_\_\_\_

Before me, a notary public, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to this document being by my first dully sworn, declared that the statements therein contained are true and correct.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Printed or Typed Name

My commission expires: \_\_\_\_\_

<i>PLEASE DO NOT WRITE IN THIS SPACE - SHERIFF'S OFFICE USE ONLY</i>					
Date Received:	Time Received:	<input type="checkbox"/> Mail <input type="checkbox"/> In Person			
Received By: Name	Rank	Signature:			
Supervisor Notified:	Date Supervisor Notified:	Time:			
<i>Internal Affairs Use Only</i>					
Date Received:	Time Received:	Assigned to:	Date Assigned:	Time Assigned:	Completion Date:

Copy Received: \_\_\_\_\_

Response waived: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Employee Signature Date