



# Crane Police Department

## Citizen Complaint form

The employees of the Crane Police Department are committed to delivering the highest level of police services possible to our citizens and visitors. 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.

It is important that I am aware of any complaints toward our efforts in providing the best level of service possible. I 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 wish to submit a complaint or praise for actions taken, 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.

The complaint will need to be notarized. Notaries are available at the Police Department. All complaints received either written or verbal will be investigated. However, the disciplinary action taken may differ if the complaint was not made formal by completing it in writing and using this form.

Thank You:

A handwritten signature in blue ink, appearing to read "Aaron Jenkins", is written over a horizontal line.

Aaron Jenkins

Chief of Police, City of Crane

115 West 6th Street

Crane TX, 79731

**CRANE POLICE DEPARTMENT COMPLAINT AGAINST EMPLOYEE**  
**ADMINISTRATIVE INVESTIGATIONS STATEMENT NOTIFICATION**

This filing of a formal complaint against an employee of the Crane 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) against 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

\_\_\_\_\_  
Notary

Today is the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**I am submitting a formal complaint against the following named employee(s) of the Crane 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:** \_\_\_\_\_

**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. If there are witnesses, do not take statements from them. The investigator will interview them.**

**If you need additional pages, number and initial the bottom of each additional page. The complaint will need to be notarized. Notaries are available at the Police Department.**

**When you have completed preparing your complaint, you may submit the complaint to the Crane Police Department 115 W. 6<sup>th</sup> Crane TX 79731. The dispatcher on duty will take the form and give it to the appropriate supervisor. Also, you are welcome to call the Crane Police Department (432-558-2212) to schedule an appointment to meet with a supervisor to hand in the complaint. Further you may inquire as to the status of the complaint by emailing [cranepd@crane.texas.gov](mailto:cranepd@crane.texas.gov).**

**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.**





NOTARIZATION PAGE FOR CITIZEN COMPLAINT FORM

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: \_\_\_\_\_.