



**MARSHALL ISD  
POLICE DEPARTMENT**

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**Instructions for filling a Personnel Complaint**

This form is to be used as a tool as well as to inform you of the process after the complaint is filed. If there are any questions that you might have after you have read this form, do not hesitate to call and ask.

1. State law requires that any personnel complaint filed against a law enforcement officer must be done so in writing and be signed by the complainant. (Texas Government Code 614.022).
2. Please print when completing the attached form.
3. Sign the attached form in front of a notary and have the form notarized.
4. When filing a complaint, you need to be aware that any statement made, that is false, is a criminal offense when the complaint is an alleged criminal offense.

**Texas Penal Code Sec. 37.02 (a)(1)(b):**

*A person commits an offense if, with intent to deceive and with knowledge of the statements meaning: he/she 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. An offense under this section is a Class A misdemeanor.*

5. After you have completed the complaint form, turn the form directly into the Chief of Police with the Marshall ISD Police Department.
6. The complaint will be promptly reviewed by the Chief of Police.
7. The Chief of Police, after reviewing the complaint, will forward the complaint to the Professional Standards Officer.
8. The Professional Standards Officer will begin a preliminary investigation of the complaint that is filed.
9. The Professional Standards Officer, within five working days of receiving the complaint, will notify the complainant verbally or in writing that the complaint has been received and what the process will be from that point.
10. The Professional Standards Officer will attempt to complete any personnel complaint investigation within thirty days of receipt. You will be notified of the outcome of the investigation.
11. A complaint about the validity of a traffic citation, the validity of an arrest, or discipline imposed by Marshall ISD is not accepted a valid and acceptable complaint and will not be investigated. These issues are to be resolved in a court of law or in accordance with district policy, where applicable.



**PERSONNEL COMPLAINT  
(AFFIDAVIT)**

**STATE OF TEXAS**

**COUNTY OF HARRISON**

Before me, the undersigned authority, on this date personally appeared the person whose name is set out below as affiant, who after being by me first duly sworn, upon oath deposed and said:

My name is \_\_\_\_\_ my Residence is \_\_\_\_\_, and my telephone number is \_\_\_\_\_. I am herby initiating this complaint against a Marshall ISD Police Department Employee, \_\_\_\_\_.

(name of employee)

I make this affidavit voluntarily and from my own personal knowledge for the purpose of complying with the requirements of the Texas Government Code 614.022: In order that a complaint against a law enforcement officer of the State of Texas or against a fireman or police officer may be considered by the Chief of Police or head of the department involved, the complaint must be in writing and signed by the person making the complaint.

At this time I wish to make known the following facts:

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I have read all of the above affidavit including the printed, typewritten and handwritten portions thereof, and the statements are true

\_\_\_\_\_  
Affiant

Subscribed and sworn before me by the said affiant this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



**MARSHALL ISD  
POLICE DEPARTMENT**

Continued Affidavit of \_\_\_\_\_,

Lined area for affidavit content

I have read all of the above affidavit including the printed, typewritten and handwritten portions thereof, and the statements are true.

\_\_\_\_\_  
Affiant

Subscribed and sworn before me by the said affiant this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas and County of Harrison

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