

**Refugio County Sheriff's Office
Citizen/Employee
Complaint/Concern
Form**

This form is provided to anyone that requests to file an official complaint, or to anyone who wishes to address a concern, regarding the conduct of any employee of the Refugio County Sheriff's Office. Anyone who chooses to use this form, may do so freely, without the fear of any form of retaliation. The submission of this form, in no way provides for any guarantees, either expressed, or implied, that the outcome of the investigation will end in the favor of the complainant. The supervisor of the Refugio County Sheriff's Office will investigate any official complaints, and when appropriate, report to the complainant, as to the outcome of the investigation. The Refugio County Sheriff's Office is committed to serving the citizens of this county in a fair and impartial manner.

NATURE OF COMPLAINT (ie. What was the reason for the interaction between you, and the employee involved; traffic stop, call for service, flag down, information request, accident investigation, etc.)

EMPLOYEE INVOLVED (list the name of the employee, if known. If the employee's identity is not known, please list a description of the employee.)

DATE/TIME OF INCIDENT (list the approximate date and time of the interaction)

WITNESSES (list anyone that may have been involved in the interaction, other than yourself or the employee)

By affixing my signature, or mark, below, I hereby swear, or affirm, that the information stated in this form is true and correct to the best of my knowledge.

Signature of complainant (required)

Person receiving complaint (date/time required)

SWORN AND SUBSCRIBED before me on
The _____ day of _____ 20____.

Notary public, State of Texas

NOTARY SEAL

INVESTIGATOR'S NOTES/COMMENTS (Do not mark here. Administrative remarks only. Please use the back of page two if additional space is needed for your narrative.)

STATUS OF COMPLAINT TAKEN

Signature of investigator

Signature of employee

EMPLOYEE'S COMMENTS
