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)		
Page 1 of 4		

Please note: This form is designed for the purpose of allowing anyone the opportunity to make a grievance known to the Refugio County Sheriff's Office Command Structure. This form, including it's purpose, is only to be utilized for making a complaint/concern with the Refugio County Sheriff's Office. If the complainant chooses to make a complaint to any other source, including another county entity, they have the right to do so, however, the guarantees of this grievance procedure shall not apply.

The Refugio County Sheriff's Office regularly utilizes video and audio equipment for recording traffic stops, accidents, disturbances, and other situations. This statement is to serve advance notice that their exists the possibility, that the citizen making the grievance was recorded, as well as, the employee involved.

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/CO	OMMENTS (Do not mark here. Administrative remarks te two if additional space is needed for your narrative.)
INVESTIGATOR'S NOTES/CO	OMMENTS (Do not mark here. Administrative remarks ge two if additional space is needed for your narrative.)
INVESTIGATOR'S NOTES/CC only. Please use the back of pag	OMMENTS (Do not mark here. Administrative remarks ge two if additional space is needed for your narrative.)
INVESTIGATOR'S NOTES/CC only. Please use the back of pag	ge two if additional space is needed for your narrative.)

STATUS OF COMPLAI	INT TANEIN	
	Signature of investigator	
	Signature of employee	
EMPLOYEE'S COMMI	ENTS	