



HILL COUNTY SHERIFF'S OFFICE

HUNTER BARNES, SHERIFF
406 HALL STREET, HILLSBORO, TEXAS 76645
MAIN - (254) 582-5313
FAX - (254) 582-3848
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CITIZEN COMPLAINT FORM

A Message from Sheriff Hunter Barnes – Hill County Sheriff's Office

On behalf of the Hill County Sheriff's Office, thank you for taking the time to review this message and to provide the information you are looking to submit. The employees of the Hill County Sheriff's Office are committed to providing the best service possible to the citizens and visitors of Hill County, Texas. We consistently work to hold ourselves to the highest of standards of accountability and professionalism on any given day. With this in mind, we know and understand that no one individual is perfect.

Like everyone else in our world, our staff members are only human. Because of this, mistakes may be made periodically, but they should be few in number. It is important that I be made aware of any issues the Hill County Sheriff's Office may have, in an effort to continue to learn how to serve you better. We strive for a great, professional service in this office, and your complaint will be taken very seriously.

If you are looking to file a complaint against one of our staff members, please find and complete the attached form. There are instructions with the form that must be adhered to for the sake of fairness and the integrity of a potential investigation.

As law enforcement, we have a duty to uphold the laws of this state and nation. We also have the responsibility of being honest and holding each other accountable. This office will continue to pursue these ethics as long as I am Sheriff.

Sincerely,

Hunter Barnes
Sheriff
Hill County Sheriff's Office

**HILL COUNTY SHERIFF'S OFFICE
COMPLAINT AGAINST EMPLOYEE
ADMINISTRATIVE INVESTIGATIONS
STATEMENT NOTIFICATION**

This filing of a formal complaint against an employee of the Hill County Sheriff's Office 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 or 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, **may be 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

Witness

Today is _____, the _____ day of _____, 20 ____.

I am submitting a formal complaint against the following named employee(s) of the Hill County Sheriff's Office:

- 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 Other

My email address is: _____

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. When you have completed the narrative, return the complaint form to the Hill County Sheriff's Office.

If there are witnesses, do not take statements from them. The assigned Investigator will interview them. If you need additional pages, number and initial the bottom of each additional page.

When you have completed preparing your complaint, you are required to call the Hill County Sheriff's Office (254-582-5313) to schedule an appointment to meet with the Sheriff or his designee personally. Do not leave your complaint with the receptionist. The Sheriff or his designee must review your complaint with you present. The complaint will then be notarized by the Sheriff's representative once signed.

If the Sheriff or his designee is on an extended absence (vacation, etc.), ask the receptionist to call any Operations Captain or Lieutenant to meet you in the lobby. After a supervisor has reviewed your complaint with you, the receptionist must notarize your signature and will forward your complaint to the Sheriff or his designee.

DO NOT sign page 7 of the complaint unless your complaint has first been reviewed, in person, by either the Sheriff or his designee.

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 Hill County Sheriff's Office 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

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: _____

(stamp)