



**BRAZORIA COUNTY CONSTABLE PCT. 2**  
**CONSTABLE WILLIE HOWELL**  
7313 CORPORATE DRIVE, SUITE 117  
MANVEL, TEXAS 77578  
(979) 864-2491 / (281) 756-2491



### **CITIZEN COMPLAINT PROCEDURE**

The filing of a formal complaint by you against an employee of the Brazoria County Constable Office Precinct 2 initiates an administrative investigation, which could result in disciplinary action being taken against the employee up to and including termination as well as suspension or revocation of their peace officer's license.

Therefore, a person who makes a false statement under oath concerning a complaint filed (as required by Section 614.022 of the Texas Government Code) against a law enforcement officer, with intent to deceive and with knowledge of the statement's meaning, could face criminal prosecution under statutes of the Texas Penal Code if he/she has knowledge 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.

If, after review of your complaint and affidavit, it is determined that your complaint is merited, the affected members of the department will be provided a copy of your sworn affidavit to afford him or her an opportunity to respond to the complaint.

Upon completion of the investigation, one of the following dispositions will be made:

- Sustained: Evidence sufficient to prove the allegation was identified
- Non-Sustained: Evidence Sufficient to prove the allegation was not identified.
- Exonerated: The alleged incident or conduct occurred but was lawful and proper.
- Unfounded: The allegation was determined to be false or not factual.

Appropriate disciplinary action, if applicable, will be taken based on the results of the investigation. The action taken can vary based on the facts discovered during the investigation and the severity of the misconduct. All disciplinary action taken by the Brazoria County Constable Office Precinct 2 is done in accordance with Texas Local Government Code statutes. Consequently, the Constable Office's receipt of the complaint, the investigation of the complaint, and the beginning of discipline of the officer must be completed within 180 days after the occurrence of the act. For criminal acts, the time frame is 180 days from the discovery of the act.

Your completed complaint form should be forwarded to:

Brazoria County Constable's Office Precinct 2  
Office of Professionalism, Ethics, and Training or "OPET"  
7313 Corporate Drive, Suite 117  
Manvel, Texas, 77578

Please sign below, in the presence of a supervisor of the Brazoria County Constable Office Precinct 2, indicating that you have read and been informed of the complaint investigation procedure.

\_\_\_\_\_  
Signature of Person Completing Affidavit

\_\_\_\_\_  
Date Signed



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**CITIZEN COMPLAINT FORM**

Today's date: \_\_\_\_\_

\_\_\_\_\_  
 Name of Complainant Date of Birth Race Sex

\_\_\_\_\_  
 Home Address City State Zip Code Phone #

\_\_\_\_\_  
 Email Address Driver's License / ID Card Issuing State

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_  AM  PM

Location or address of the incident:  
 \_\_\_\_\_

If known, please give the name(s) / badge number(s) of the employees involved in the incident:

1 \_\_\_\_\_ 2 \_\_\_\_\_  
 3 \_\_\_\_\_ 4 \_\_\_\_\_

If unknown, I can describe the employee(s) as:

1.  Male  Female White  Black  Hispanic  Asian   
 Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_
2.  Male  Female White  Black  Hispanic  Asian   
 Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_
3.  Male  Female White  Black  Hispanic  Asian   
 Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_
4.  Male  Female White  Black  Hispanic  Asian   
 Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_



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**CITIZEN COMPLAINT FORM**

Were there any witnesses to the incident who we may contact?  YES  NO

If you know their names and phone numbers, please list them below:

1 \_\_\_\_\_ 2 \_\_\_\_\_  
 3 \_\_\_\_\_ 4 \_\_\_\_\_

Were you arrested in this incident?  YES  NO

If YES, what charge(s) were filed?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Were you issued a citation in this incident?  YES  NO

If YES, what charge is listed on the citation **(Please note, disputing the validity of a traffic citation will not be addressed through the complaint process. If you are disputing the charge listed on your traffic citation, the jurisdictional court will hear your case).**

What type of complaint are you filing?

- Dissatisfaction with Police Service
- Rudeness
- Racial Profiling
- Excessive Force
- Other:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

