

China Spring I.S.D. Police Department

**COMPLAINT PROCEDURE FOR
PROHIBITED RACIAL PROFILING**

Any person who believes that an Officer has engaged in racial profiling with respect to that person shall be provided with a complaint form, which shall be available at the Police Department. The following format has been adopted for addressing an alleged violation of Chapter 10 – Prohibited Racial Profiling in the Policy/ Procedures of the China Spring I.S.D. Police Department.

- 1. The Complaint should be in writing.***
- 2. The complaint must be signed before a Notary Public. If the Complainant does not have access to a Notary Public, he or she may sign the form before an employee of the District who is a Notary Public.***
- 3. The complaint must be filed with the China Spring I.S.D Chief of Police.***
- 4. The completed form may be brought to the Police Department located at 7301 N. River Crossing China Spring, Texas or mailed to the following address:***

***China Spring I.S.D. Police Department
Chief of Police
7301 N. River Crossing
China Spring, Texas 76633***

- 5. All Complaints will be investigated.***

China Spring I.S.D. Police Department

**COMPLAINT / WITNESS FORM FOR
PROHIBITED RACIAL PROFILING**

Today's Date: _____

Name: _____
Address: _____ City: _____

State: _____ Zip
Code: _____ Home
Phone: _____
Work Phone: _____
Cell/Pager: _____

Date of incident: _____ Time of
incident: _____ Location of
incident: _____

Did you receive a citation or warning? _____
Did the other passengers or witnesses receive a citation
or warning? _____
If yes, who? _____

Vehicle Information:

Make: _____ Model: _____ Year: _____
License Plate # _____ State: _____

Passengers in vehicle / other witnesses:

Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

Do you know the name of the officer that made contact with you? _____

If yes, who? Name: _____

Agency: _____

Name: _____

Agency: _____

Name: _____

Agency: _____

Have you ever had contact with this Officer before this event?

If yes, --Name of Officer: _____

Month: _____ Year: _____

Citation or Warning issued: _____

Please describe in detail the words, actions and events as they occurred upon which you base your complaint of racial profiling. Please include date, time, location and names of witnesses in your statement.
