



PAMPA POLICE DEPARTMENT

201 W Kingsmill Ave | Pampa, Texas 79065

Non-Emergency: (806) 669-5700 | www.cityofpampa.org/police

To any citizen it may concern,

The employees of the Pampa Police Department are committed to delivering the highest level of public safety services possible to the citizens and visitors to our community. We hold ourselves to high standards of conduct and the expectation is for our employees to always perform their duties with integrity, respect, and in a professional manner.

I hope you join me in realizing that Officers are human just like you and I, and that we as people sometimes will make mistakes. While the number of these mistakes should be few and far between the instances in which we get it right, it is important to us that we become aware of any complaints about our efforts in providing the best level of service possible. Also, as an organization, we would like to know of any instances where our employees should be recognized or receive a commendation for a job well done. This positive encouragement is just as important in reinforcing the professional standards that we expect of our employees. Compliments or complaints can be given through our website (www.cityofpampa.org/police), by email (police@pampapd.com), by calling 806-669-5700, or by scanning the QR Codes below.

If you do wish to file a formal complaint of misconduct, please complete the attached form to allow our agency to evaluate our employee's actions based on the facts of the incident and within guidelines established by the Texas Legislature. As your Chief of Police, I have a responsibility to you and the members of this department to ensure that any complaints of alleged misconduct are properly and thoroughly investigated, and discipline and/or training is provided when appropriate.

Sincerely,

Lance Richburg
Chief of Police



[Compliments](#)



[Complaints](#)

**FORMAL COMPLAINT OF MISCONDUCT AGAINST EMPLOYEE
ADMINISTRATIVE INVESTIGATION
STATEMENT NOTIFICATION**

This filing of a formal complaint of misconduct against an employee of the Pampa Police Department by you begins an administrative investigation, which could result in disciplinary action being taken against the employee(s).

Therefore, a person who makes a false statement under 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, is 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.

NOTE: Section 614.023, Texas Government Code, requires that a copy of this or any signed complaint form against an officer, jailer, or firefighter be given to that employee which is subject to the complaint, within a reasonable time and prior to any disciplinary action being taken.

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 submitted a formal complaint against the following named employee(s) of the Pampa Police Department:

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: _____ Zip _____.

My birthday is: _____.

My Driver's license number is: _____.

Telephone numbers and email where I may be reached are:

Primary: _____

Secondary: _____

Email: _____

Instructions

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 Pampa Police Department, located at 201 W Kingsmill Ave, Pampa, TX 79065.

If there are witnesses, do not take statements from them. The assigned Internal Affairs Investigator will interview them. If you need additional pages, you can add or attach them, numbering and initialing at the bottom of each additional page.

When you have completed your complaint, please return it to the police department in person, **UNSIGNED**. The on-duty supervisor will review your complaint to ensure completeness. They will then have you sign the complaint in their presence and notarize it for you.

DO NOT sign the complaint unless in the presence of an employee of this agency, or a notary public. If you wish to have the document notarized elsewhere, you may do so at any valid and current Notary Public. If appearing in person to return the complaint is not an option, the complete and notarized form can be mailed to us at the mailing address at the top of this form, or emailed to police@pampapd.com. Only utilize this option if and after the document is notarized at a Notary Public.

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.



IF SPACE IS NEEDED, PLEASE ADD MORE PAGES

The statements contained in this report, made by me, are true and correct to the best of my knowledge.

Signature: _____ Date: _____

Subscribed and sworn to before me, the undersigned authority, on this the _____ day of _____, 20____.

Notary Public/Peace Officer _____

Seal (if applicable):