## TARRANT COUNTY SHERIFF'S OFFICE COMPLAINT INSTRUCTIONS

Internal Affairs Division 200 Taylor Street - 7th Floor Fort Worth, TX 76102 817-884-1108

You may contact the Internal Affairs Division referencing the apparent misconduct by a Tarrant County Sheriff's Department employee in person, or by calling 817-884-1108. Office hours are Monday - Friday, 8 a.m. - 5 p.m., (excluding County holidays). After office hours, a message and return phone number may be left via voice mail and the call will be returned the following business day.

The Internal Affairs Division will investigate any calls that appear to be Level III. The result of these investigations may result in severe disciplinary action, up to loss of employment, or possible criminal investigation. Because of the severe consequences of sustained Third Level Complaints you must come to the Sheriff's Office to complete and sign a formal complaint form. If you are unable to come to the Sheriff's Office, accommodations will be made.

The complaint process generally takes the Department 60 calendar days to complete the investigation and for the Board of Disciplinary Review to determine what discipline shall be recommended and/or imposed.