



# OKLAHOMA ABLE Commission

THE OKLAHOMA ABLE COMMISSION TAKES SERIOUSLY ALL COMPLAINTS REGARDING THE SERVICE PROVIDED BY THE AGENCY AND THE CONDUCT OF ITS MEMBERS. THE AGENCY WILL ACCEPT AND ADDRESS ALL COMPLAINTS OF AGENCY MEMBERS. CITIZENS HAVE A RIGHT TO FILE A COMPLAINT ABOUT ABUSES OF POLICE POWER OR OTHER MISCONDUCT OF AGENCY MEMBERS, AND MEMBERS HAVE A RIGHT TO BE PROTECTED AGAINST FALSE ALLEGATIONS. THIS FORMAL COMPLAINT PROCEDURE WAS ESTABLISHED TO INSURE BOTH PARTIES ARE GUARANTEED EQUAL RIGHTS.

## PROCEDURE:

1. FILL OUT FORM COMPLETELY, PRINT OR TYPE THE INFORMATION TO ENSURE IT IS LEGIBLE.
2. DESCRIBE IN DETAIL THE CIRCUMSTANCES, WHICH FORM THE BASIS OF THE COMPLAINT (WHO, WHAT, WHEN, WHERE, WHY) AND LIST ALL WITNESSES.
3. RETURN THE ORIGINAL COMPLAINT FORM TO THE OKLAHOMA ABLE COMMISSION, OFFICE OF THE CHIEF AGENT, 50 NE 23 OKLAHOMA CITY, OK 73105.
4. ONCE RECEIVED, THE CHIEF AGENT (OR DESIGNEE) WILL REVIEW THE COMPLAINT TO DETERMINE IF FURTHER INVESTIGATION IS NECESSARY. IF FURTHER INVESTIGATION IS NECESSARY, THE CHIEF AGENT WILL NOTIFY THE AGENT(S) OF THE COMPLAINT AND ASSIGN A SUPERVISOR TO INVESTIGATE.
5. IF THE COMPLAINANT WISHES TO WITHDRAW HIS/HER COMPLAINT, HE/SHE WILL BE REQUIRED TO SIGN A WAIVER SO THE CASE CAN BE CLOSED. IF THE COMPLAINANT REFUSES TO SIGN SUCH A WAIVER, THE INVESTIGATING AGENT, AT HIS/HER DISCRETION, MAY FIND THE COMPLAINT UNFOUNDED.
6. THE COMPLAINANT AND AGENTS(S) SHALL BE NOTIFIED OF THE DISPOSITION OF ALL COMPLAINTS.

NOTHING IN THIS PROCEDURE SHALL PREVENT THE OKLAHOMA ABLE COMMISSION FROM CONDUCTING INTERNAL INVESTIGATIONS ON CITIZENS' COMPLAINTS INVOLVING SERIOUS ALLEGATIONS, ABSENT A FORMAL WRITTEN COMPLAINT.







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FALSE STATEMENTS MAY RESULT IN CIVIL LITIGATION OR CRIMINAL PROSECUTION.

COMPLAINANT SIGNATURE: \_\_\_\_\_

PARENT IF COMPLAINANT IS UNDER 18 YOA: \_\_\_\_\_

