

# HEWITT POLICE DEPARTMENT

## PERSONNEL COMPLAINT FORM

### COMPLAINANT INFORMATION

**Name:** \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_ D.O.B. \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

The image of the Hewitt Police Department depends on the personal integrity and discipline of all departmental employees. To a large degree, the public image of this department is determined by the professional response of the Department to allegations of misconduct against it or its employees. The Department must investigate all allegations of misfeasance, malfeasance, nonfeasance by employees and complaints bearing on the Department's response to community needs professionally and competently.

Please understand that The Hewitt Police Department desires to provide the best possible law enforcement services and are appreciative when given the opportunity to clarify matters. The Hewitt Police Department takes complaints on the Hewitt Police Officers seriously. The Hewitt Police Department also takes it seriously when false statements and allegations are made against the officers.

Persons wishing to make formal complaints must do so within 30 days of the incident (unless approved by the Chief of Police) by submitting a written statement of the complaint accompanied by their signature. A notarized affidavit is preferred but not required.

A signed letter of complaint may be sufficient after verification that it is not fictitious or signed with a fictitious name. This determination shall be made by the Chief of Police.

The Hewitt Police Department's Personnel complaints procedures comply with Section 614.022, Government Code, as interpreted by the City Attorney's office.

### Incident Information

**Date of Alleged Incident:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_

**Employee(s) involved:** \_\_\_\_\_

**Complaint Received By:** \_\_\_\_\_ **Badge #:** \_\_\_\_\_

(To be completed by person receiving complaint)

**Summary of Complaint:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Continuation of summary on separate voluntary statement form / Affidavit on back of form)

**Do you wish to be contacted?** \_\_\_\_\_

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**NOTICE TO COMPLAINTANT: Statements will be read aloud to anyone who cannot read for themselves.**

This complaint is considered serious by the Hewitt Police Department. In order to maintain the confidence of the citizens of the state of Texas, we will fairly and impartially investigate this complaint. The employee that you complained about is presumed innocent unless the charges are substantiated in the investigative process. The mere filing of this complaint does not substantiate the allegations.

Complaints against Hewitt Police Department employees must meet the requirements of Sections 614.022 and 614.023 of the Texas Government Code.

**614.022. Complaint to Be In Writing and Signed by Complainant.** To be considered by the head of a state agency or by the head of a fire department or local law enforcement agency, the complaint must be:

- (1) In writing; and
- (2) Signed by the person making the complaint.

**614.023. Copy of Complaint to be given to Officer or Employee**

(a) A copy of a signed complaint against a law enforcement officer of this state or a fire fighter, detention officer, county jailer, or peace officer appointed or employed by a political subdivision of this state shall be given to the officer or employee within a reasonable time after the complaint is filed.

(b) Disciplinary action may not be taken against the officer or employee unless a copy of the signed complaint is given to the officer or employee.

(c) In addition to the requirement of Subsection (b), the officer or employee may not be indefinitely suspended or terminated from employment based on the subject matter of the complaint unless:

- (1) The complaint is investigated; and
- (2) There is evidence to prove the allegation of misconduct.

If these allegations determine that the employee acted improperly, disciplinary action will be taken. Because this is a serious allegation, with serious consequences for the employee, all formal complaints need to be signed, sworn to, and notarized.

I attest that the statement made is true and correct. I understand that if this document is found to be false or untrue I may be subject to criminal charges.

**Affidavit of Complaining Witness**

On or about \_\_\_\_\_ I filed this complaint against \_\_\_\_\_

It is my desire that this complaint against \_\_\_\_\_ be investigated.

I further understand that after I cause an investigative action to begin against an accused, certain laws apply to me, one of which is:

If I have reported an incident to the Hewitt Police Department, which I know, did not really happen, I may be prosecuted for making a "False Report to a Peace Officer or Law Enforcement Employee."

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**Complaining Witness**

Sworn to and subscribed to before me, the undersigned Notary Public, on this the \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

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**Notary Public in and for McLennan County Texas**