



# *Coastal Bend College Police Department*

## CITIZEN'S COMPLAINT REPORTING FORM AGAINST A CBC POLICE OFFICER

DATE: \_\_\_\_\_ NAME OF PERSON FILING COMPLAINT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ BUS. PHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_

OFFICER INVOLVED: \_\_\_\_\_ DATE OF INCIDENT: \_\_\_\_\_

TIME OF INCIDENT: \_\_\_\_\_ LOCATION OF INCIDENT: \_\_\_\_\_

**DETAILS OF COMPLAINT:**

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I attest by my signature below that this statement is true and correct to the best of my recollection.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**NOTE: If additional pages are needed please attach. Signature is required on all pages.**



# *Coastal Bend College Police Department*

## **NOTICE TO PERSON MAKING A COMPLAINT**

All complaints of possible employee misconduct are considered serious by the Coastal Bend College Police Department. In order to maintain the confidence of the citizens we serve, it is our policy to fairly and impartially investigate the merits of any complaint. Please note that the police officer that you complained about is presumed innocent unless the charges are substantiated in the investigative process. The mere filing of this complaint does not confirm or otherwise sustain the allegations.

As with any investigation it is an important practice to gather information and evidence to either sustain the allegation or exonerate the accused party. To assist our investigation of any allegation of misconduct by an employee, we request that all information pertaining to this complaint be provided in writing by the complainant or a person at his or her direction specifically detailing the allegation. Please only include facts, not unsubstantiated opinion or hearsay.

In order to provide due process guarantees against frivolous complaints to officers of law enforcement agencies, the Texas Government code requires that all complaints to be in writing and signed by the complainant. If there are multiple complainants each should complete this form.

Please note that this form cannot be willfully or intentionally used unlawfully to unduly harass or intimidate any CBCPD employee by the use of deliberately false or misleading statements of misconduct.

Formal complaints made against a Coastal Bend College Police Officer 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, appropriate corrective action will be taken ranging from a verbal counseling to termination.**