

# NOTICE TO COMPLAINANT

The following is the complaint procedure for the Town of Combes Police Department. It is important that you read and understand this procedure before filing this complaint.

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

This complaint is considered serious by the Combes Police Department. In order to maintain the confidence of the citizens, we will fairly and impartially investigate this complaint in accordance with the law. The employee you are complaining about is presumed innocent unless the charges are substantiated during the investigative process. Simply filing this complaint does not substantiate the allegations.

Complaints against the Town of Combes Police Department, officers or employees must meet the requirements of Sections 614.022 and 614.023 of the Texas Government Code.

**Sec. 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.

**Sec. 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sworn to and subscribed before me, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public in and for the State of Texas

My commission expires \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Printed Name of Notary: \_\_\_\_\_

Notary Seal

Signature of Notary: \_\_\_\_\_

