TARLETON STATE UNIVERSITY POLICE DEPARTMENT

To Present a Complaint, What do I do?

To present a matter of concern to the University Police Department, you may call (254)968.9002 or come by the University Police Department located at 1600 West Vanderbilt.

There are basically two types of complaints:

INFORMAL:

An informal complaint can be made verbally or in writing (no signature is required). In most cases, your problem does not need to be in writing and any employee at the police department can help you with your concern. A supervisor can take your complaint over the phone and fill out an informal complaint form. No formal disciplinary action can be taken based on a verbal complaint.

Please note: Government Code 614.022 & 614.023 require all complaints against firefighters or police officers to be in writing in order to be considered by the Chief of the Fire or Police Departments. The complaint must be in writing and signed by the complainant. A copy must be submitted to the employee before disciplinary actions are taken.

FORMAL:

A formal complaint must be in writing and must be signed by the complainant and witnessed by a police department supervisor or the police department secretary.

If your problem has to do with a complaint against an employee or the way in which you were treated by an employee, and you wish to file a formal complaint, you will need to put your concern in writing. Your complaint can be filed with the police department secretary/designee (forms are available upon request). The complaint will be routed to the appropriate supervisor who will conduct a thorough investigation of your complaint, and you will be advised of the result and any action taken.

It is suggested that complaints should be made as soon as possible after the incident, except in special cases (such as criminal misconduct or when good cause can be shown by the person complaining). Complaints against employees must be made by the person who claims to be aggrieved. Other persons may give statements as witnesses.

If you desire a response, you will be notified by either phone or in writing (whichever you prefer).
TARLETON STATE UNIVERSITY POLICE DEPARTMENT
INFORMAL CITIZEN REQUEST FOR ACTION

Please note: Government Code 614.022 & 614.023 require all complaints against firefighters or police officers to be in writing in order to be considered by the Chief of the Fire or Police Departments. The complaint must be in writing and signed by the complainant. A copy must be submitted to the employee before disciplinary actions are taken.

Date Complaint Received: _____________  Time Received: _____________

Description of Complaint: ___________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Supervisor Complaint received By: ______________________________________

Response to Complaint: _____________________________________________

_________________________________________________________________

_________________________________________________________________

Response Made By: ___________________________  Date: ________________

Evaluation of Complaint: ____________________________________________

_________________________________________________________________

_________________________________________________________________

Evaluation Made By: ___________________________  Date: ________________

Do you wish to be contacted? _______ Yes     _______ No

Name ___________________________ Phone No. ______________________ Date Contacted ___________
TARLETON STATE UNIVERSITY POLICE DEPARTMENT
FORMAL CITIZEN REQUEST FOR ACTION

My name is ________________________________, I reside at ________________________________
__________________________________________, and my telephone number is ____________________.

I hereby voluntarily make the statement set out below. Acknowledging this, I hereby voluntarily make the
following statement:

DATE OF INCIDENT BEING REPORTED: ________________________________

DESCRIPTION OF INCIDENT AND/OR ACTION REQUESTED:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Attach additional pages if needed.)

Signed by: __________________________________________ Date: ________________________

Witnessed by: _____________________________________ Date: ________________________

{False Complaints: Sometimes people make false complaints against police officers or fire fighters. Citizens
should be aware that this is a violation of the Texas Penal Code, Section 37.02. The offense of perjury is
committed if, with intent to deceive and with knowledge of the statement’s meaning: he/she makes a false
statement under oath or swears to the truth of a false statement previously made.}