



POLICE DEPARTMENT

TEXAS WOMAN'S UNIVERSITY

Citizen Complaint or Commendation Form

Dear Citizen,

The public's trust, confidence, and support are vital to successful police service. The public is entitled to have ready access to the police administration that is sworn to serve them. This access will help foster public understanding and acceptance of police procedures, and aid in the detection or correction of improper practices as well as recognize instances of commendation.

A note on complaints:

Texas Woman's University Police Department (TWUPD) has adopted a policy that provides a fair, orderly, and uniformly applied process for receiving, investigating, and resolving complaints of alleged police misconduct.

Complaints against Texas Woman's University Police Department employees may be filed by contacting a police department supervisor and filling out and signing the attached Citizen Complaint and Commendations Form. The complaint will be promptly forwarded to the TWU Chief of Police for review and assignment for investigation. When the complaint investigation is completed, the TWU Chief of Police will review the case and determine a course of action. This agency may find after investigation that there is not enough evidence to warrant action on your complaint. Even in those circumstances, citizen complaints and any reports or findings related to complaints are retained by the agency.

A note on commendations:

The TWUPD is eager to learn of instances where an officer or civilian employee performed in an exemplary manner. Commendations, like complaints, help the agency gauge the overall community satisfaction with our performance. When our members provide service beyond the normal call of duty, we like to formally recognize their efforts. Public acknowledgement of a job well done is a positive reinforcement for officer and civilian employee morale, and an important part of the relationship between the police department and the community that it serves. Commendations will be forwarded to the Chief of Police for review and acknowledgement.

Sincerely,

Samuel Garrison

Chief of Police





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Citizen Complaint and Commendation Form

Your Name:

Address:

Phone Number:

Tell us about the Interaction or Incident

Date of Interaction/Incident:

Location of the Interaction/Incident:

TWUPD Employee Name(s):

Officer(s) Badge Number(s) (if known):

Police Car Number(s) (if known):

Would you like to speak with a supervisor? Yes No

Did you already speak with a supervisor? Yes No

If so, what was the name of the supervisor?

Witnesses Information (if filing a complaint)

Witness(s) Name:

Witness(s) Address:

Witness(s) Phone Number:

Narrative (describe the incident or interaction, attach additional pages if needed)

PLEASE READ BEFORE SIGNING IF FILING A COMPLAINT: Texas Government Code, Section 614.022 requires that all complaints against a law enforcement officer be in writing and signed by the person making the complaint. Filing a false complaint is a violation of the Texas Penal Code, Section 37.02. If a person knowingly and intentionally makes a false statement under oath, or swears to the truth of a false statement previously made under oath, a person may be found guilty and punished by a fine up to \$4,000, confinement in jail up to one year, or by both fine and imprisonment. The undersigned swears or affirms that the facts contained herein are all within their personal knowledge to be true and correct.

Signature:

Date:

Printed Name:

Thank you for your feedback.