



**CASTLE HILLS POLICE DEPARTMENT**  
**209 LEMONWOOD DR.**  
**CASTLE HILLS, TX 78213**  
**210-342-2341**  
**FAX 210-342-5358**



**JOHN SIEMENS**  
**CHIEF OF POLICE**

## Complaint Form

### Type of Complaint

- Informal       Formal (Requires page 2 with signatures)
- Policy       Operating Methods       Rules

Name of Employee (If known):
Date and Time of Occurrence:
General Nature of Complaint:
Details of Complaint:
Date and Time Received:
Received by:

Complainant Name:	Mailing Address:
Phone No:	E-Mail Address:

Complaint has been: <input type="checkbox"/> Resolved <input type="checkbox"/> Forwarded for further Action of Investigation	
Complainant Re-Contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No	By: <input type="checkbox"/> Phone <input type="checkbox"/> E-Mail

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

This complaint is considered serious by the Castle Hills Police Department and the Texas Commission on Law Enforcement (TCOLE). In order to maintain the confidence of the citizens of the City of Castle Hills and 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 Castle Hills Police 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 a 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 and subscribed before me, the _____ day of _____, _____	
Notary Public in and for, State of Texas	
My Commission Expires ____/____/____	Printed Name of Notary: _____
Notary Seal or Stamp	Signature of Notary: _____