



**KEMP POLICE DEPARTMENT**  
**CITY OF KEMP**  
 304 S. MAIN STREET / P.O. BOX 449  
 Kemp, Texas 75143  
 Phone: (903) 498-8600  
[kemppd@cityofkemp.org](mailto:kemppd@cityofkemp.org)



## COMPLAINT FORM

### Type of Complaint

- Informal                       Formal (Requires Page 2 with signatures)
- Policy
- Rules
- Operating methods

Name of Employee (if known):
Date and Time of Occurrence:
General Nature of Complaint:
Details of Complaint:
Date and Time of 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 or Investigation	
Complainant Re-contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No	<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 Kemp Police Department. In order to maintain the confidence of the citizens of 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 TCLEOSE 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 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 \_\_\_\_\_

Notary public in and for, State of Texas

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

Notary Seal or Stamp

Signature of Notary

\_\_\_\_\_