



# TAFT POLICE DEPARTMENT

P.O. Box 416/ 331 Green Taft, TX 78390  
Tel: (361)528-6011/ Fax (361)528-5332



## PERSONNEL INCIDENT REPORT

Allegation of Misconduct \_\_\_\_\_ Incident \_\_\_\_\_  
PRINT OFFICER'S/EMPLOYEE'S NAME

Date and Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Reporting Party Name: \_\_\_\_\_

|              |      |            |             |
|--------------|------|------------|-------------|
|              | DOB  | Home Phone | Other Phone |
| Home Address | City | State      | Zip Code    |

|             |         |
|-------------|---------|
| Employee(s) | On Duty |
| _____       | Y__N__  |
| _____       | Y__N__  |

Employee's Supervisor \_\_\_\_\_

Summary of Allegation(s)/Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initiating Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Attachments:  Citizen's Statement  Officer's Statement  Witness Statement(s)  
 Supporting Documents  Photos  Audio/Video Recording(s)

**Note:** This form is used by and for the Taft Police Department to administratively document, investigate and record incidents of alleged misconduct committed by its officers and employees. Should the allegation be found to be criminal in nature, a criminal police report shall be completed.



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## CITIZEN COMPLAINT

Most contacts between citizens and Taft police officers are positive and professional, but complaints do arise from time to time. Confusion, different perceptions or timeliness of information can result in different accounts of the same incident. These differences need to be addressed quickly. Most misunderstandings can be addressed quickly by contacting the officer's supervisor or the Chief of Police. You are entitled to efficient, fair and impartial service, and the Taft Police Department takes your concerns seriously. We investigate all misconduct allegations and quickly respond to inquiries about employee actions or department policy. Texas Law requires any complaint against a police officer must be done in writing and signed by the person making the complaint. (*Texas Government Code: Sec. 614.022*)

*We take all complaints and allegations seriously. Any false complaint or any complaint containing false or misleading information is a violation of Texas Penal Code and will be prosecuted.*

Once your complaint is made it will be investigated. Based on available facts, the complaint is classified in one of four of the following categories:

- **Sustained:** The allegation is true and the action of the employee was inconsistent with department rules and procedures
- **Inconclusive:** There isn't enough evidence to prove or disprove the allegation
- **Unfounded:** The incident did not occur or the affected employee was not involved
- **Exonerated:** The incident occurred, but the conduct or action was lawful, proper and in accordance with department rules and procedures

If the allegations are sustained, appropriate action will be taken. The action may involve training, verbal or written reprimand, suspension from duty or termination. You will receive a letter informing you of the findings.

**NOTE:** If you are the subject of any criminal charge or a traffic citation, your complaint will not stop or reduce your responsibilities to answer to the charges filed against you.

### Taft Police Department Compliance with Senate Bill 1074 (Racial Profiling)

This department supports the 77th Texas Legislature's mandate prohibiting racial profiling in Texas. Our police officers work under a department policy that is consistent with all state and federal laws. The policy includes provisions for citizens to contact us if they have a complaint about a Taft police officer.



