



WEST LAKE HILLS POLICE DEPARTMENT CITIZEN COMPLAINT FORM

Chief Scott Gerdes - Confidential
West Lake Hills Police Department
911 Westlake Drive
West Lake Hills, TX 78746

All complaints concerning West Lake Hills Police Department personnel are taken seriously and will be investigated thoroughly and impartially. Persons wishing to make a formal complaint against a department employee must submit this completed form. The form must be written legibly or typed. When completed, the form may be taken directly to the West Lake Hills Police Department or mailed to the address above. An investigator will review the completed form and speak with you, **after which time** this form must be sworn to and notarized.

The mere filing of this complaint does not substantiate the allegations. If an investigation determines the employee acted improperly, disciplinary action will be taken. You will be notified of the results when the investigation is complete.

TEXAS GOVERNMENT CODE

Complaints Against Law Enforcement Officer or Firefighter

Sec. 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.

Sec. 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.

TEXAS PENAL CODE

Perjury and Other Falsifications

Sec. 37.08 False Report to Peace Officer or Law Enforcement Employee – Class B Misdemeanor
(a) A person commits an offense if, with the intent to deceive, he knowingly makes a false statement that is material to a criminal investigation and makes the statement to: (1) A Peace Officer conducting the investigation; or (2) any employee of a law enforcement agency that is authorized by the agency to conduct the investigation and that the actor knows is conducting the investigation.

I affirm that I have read and understand the above information. I hereby wish to file an official complaint and swear the information on the following pages is true and correct to the best of my knowledge.

Signature of Complaining Witness

Printed Name

Date

**WEST LAKE HILLS POLICE
DEPARTMENT
CITIZEN COMPLAINT FORM**

Your Name: _____ Today's Date: _____
Date of Birth: _____ Male Female
Your Address: _____
City: _____ State: _____ Zip: _____
Email address: _____ Work Phone: _____ Cell Phone: _____

Please provide as much information as you can about the incident.
Date of Incident: _____ Time: _____ AM PM
Location: _____

If you do not know the officer's name and/or badge #,
please give a physical description in the space below, including race and sex.

| | |
|----------------------------|----------------|
| Officer(s) Involved: _____ | Badge #: _____ |
| Officer(s) Involved: _____ | Badge #: _____ |
| Officer(s) Involved: _____ | Badge #: _____ |
| Officer(s) Involved: _____ | Badge #: _____ |
| Officer(s) Involved: _____ | Badge #: _____ |

If another witness of any kind was present, please list them here as described above.

Witness: _____
Address: _____
Phone Number(s): _____

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Do you have criminal and/or traffic charges pending from this incident?
If yes, please list: _____

Do you have any evidence which you wish to present with this complaint?
If yes, please list: _____

What type of complaint are you filing?

| | |
|--|--|
| <input type="checkbox"/> Service Complaint (Dissatisfaction with police service) | <input type="checkbox"/> Inappropriate Conduct |
| <input type="checkbox"/> Excessive Force | <input type="checkbox"/> Rudeness |
| <input type="checkbox"/> Alleged Criminal Conduct | <input type="checkbox"/> Other |

Signature: _____

**WEST LAKE HILLS POLICE
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CITIZEN COMPLAINT FORM**

Your Name: _____ Today's Date: _____

Description of Incident:

Signature of Complaining Person

Date

Time

Sworn to and subscribed before me, this _____ day of _____, _____.

Notary Public, State of Texas

**WEST LAKE HILLS POLICE
DEPARTMENT
CITIZEN COMPLAINT FORM**

Your Name: _____ Today's Date: _____

Description of Incident (continued):

Signature of Complaining Person

_____ Date _____ Time

Sworn to and subscribed before me, this _____ day of _____, _____.

Notary Public, State of Texas