

THE ROYSE CITY POLICE DEPARTMENT is dedicated to providing exceptional service to its employees and citizens through a problem solving approach, emphasizing a commitment to EXCELLENCE THROUGH TEAMWORK.

Police employees are carefully selected, held to the highest standards and provided with the best training available.

The purpose of any Internal Affairs system is the diligent pursuit of the truth. We are committed to that objective, recognizing that our agency's credibility depends upon the community's belief that we can police ourselves. With that in mind, we provide the following information regarding how you can file a complaint, how a complaint is investigated, and how it is disposed. All complaints are investigated by the Internal Affairs Investigator.

HOW TO FILE COMPLAINTS?

A person wishing to file a complaint should complete the form on the back of this brochure, and have it **notarized**. The completed form should either be taken or mailed to the police department and given to the Internal Affairs Investigator, who will conduct an investigation of the complaint, and forward a report to the Chief of Police, who will make a disposition decision.

You will be notified by the Investigator as to the progress of your investigation. You may be required to provide additional information. Once concluded, you will be notified by mail as to the disposition of your

complaint. Minor complaints of misconduct should be filed within thirty days of occurrence.

POLYGRAPHS

During the course of the investigation, you (as the complainant) may be requested to submit to a polygraph examination.

WHAT HAPPENS WHEN A COMPLAINT IS SUBSTANTIATED?

When the investigation of a complaint reveals the charges are true and should be sustained against the police employee, the department may take one of the following actions depending on the nature of the violation.

- 1) Oral reprimand
- 2) Structured counseling
- 3) Written reprimand
- 4) Suspension
- 5) Termination

WHAT HAPPENS IF THE COMPLAINT IS NOT SUBSTANTIATED?

If there is not sufficient evidence to support the allegation, the investigation is closed and no further action is taken

FALSE COMPLAINTS

Sometimes people make false complaints against police employees. Citizens should be aware that this is a violation of the Texas Penal Code. Section 37.02 provides an

offense, if, with intent to deceive and with knowledge of the statement's meaning:

he makes a false statement under oath or swears to the truth of a false statement previously made; and, the statement is required or authorized by law to be made under oath.

A person convicted under this section can be punished by a fine up to \$2,000, confinement in jail up to one year, or by both the fine and imprisonment.

THE ROYSE CITY POLICE DEPARTMENT is vitally interested in the welfare of all citizens and in taking action where its employees have proven derelict in their duties or are guilty of wrongdoing. If it becomes necessary for you to make a complaint, you can be assured that it will be given fair and thorough investigation.

By the same token, if you have an occasion to see a police employee doing outstanding work, we encourage you to tell him or us about it. The Royse City Police Department is comprised of professionals dedicated to serving you.

**ROYSE CITY POLICE DEPARTMENT
P.O. BOX 638
ROYSE CITY, TEXAS 75189**

Phone: 972-636-9422