

Cedar Park Police Department Citizen Complaint Form
NOTICE OF RESPONSIBILITY

You have the right to make a complaint against a police officer or any member of the Department for any improper conduct. The Cedar Park Police Department views all citizen complaints against its employees very seriously and actively pursues investigations into misconduct. For this reason, you are responsible for ensuring that any statements you make are accurate and based on the truth. False reporting, in an attempt to unjustly subject a police employee to undeserved discipline or slander, or place his/her employment in jeopardy, can result in criminal charges.

I have read and understand the above notice.

Complainant Signature

Date

A copy of this notice will be made available to the complainant.

GENERAL INFORMATION

It shall be the policy of the Cedar Park Police Department to take the appropriate actions to resolve all complaints lodged against employees of the department concerning alleged misconduct or criminal activity.

All complaints received will be forwarded to the appropriate supervisory personnel for review and investigation. Complaints will be routed in a manner as to provide the Chief of Police with expedient notification of the complaint.

A copy of the attached Citizen Complaint form and accompanying pages will be made available to the complainant.

Complaints that indicate demeanor infractions or minor rules/procedural infractions are investigated by supervisory personnel within the employee's division.

Complaints of criminal conduct, use of force, excessive use of force or other gross misconduct, will be handled by the Assistant Chief of Police or appropriate designee.

All complainants whose identities are known, those that are not anonymous, will receive notification as to the results of the investigations they requested. This notification will come in written form after a reasonable amount of time for the appropriate investigation to occur.

Complaint dispositions covered by Cedar Park Police Department policy include:

- Unfounded;** The incident did not happen or did not involve an employee of this department.
- Not Sustained;** There is insufficient evidence to prove or disprove the complaint or the incident happened, but the employee acted lawfully and properly.
- Sustained;** The allegation of misconduct was found to be true and appropriate disciplinary measures will be enacted in accordance with established Cedar Park Police department policy.
- Exonerated:** A complaint that was investigated and determined to have occurred; however, the agency or employee acted appropriately and within policy.

Corrective and disciplinary actions covered by the Cedar Park Police Department policy include:

Counseling, Letter of Instruction, Letter of Reprimand, Suspension, and Indefinite Suspension.

