

## What happens when a 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

Please be aware that making a false complaint against a police employee is a violation of the Texas Penal Code, section 37.02. A person convicted of making a false claim can be fined up to \$2,000 and/or risk confinement in jail up to one year.

## For Additional Information

Please contact the Weatherford Police Executive Services Officer at 817-598-4345.



*"Weatherford is a family focused community known for valuing historic traditions while planning for the future. It is a safe, livable city with a healthy economy that recognizes the importance of working with citizens and local partners."*

## Weatherford Police Department

### Mission

The Weatherford Police Department is directed to preserve law and order and enforce our society's laws and ordinances. It is our mission to create a high quality of life and provide a safe, secure and sanitary environment for the citizens of this community. Our goal shall be to make the City of Weatherford a safer and better city in which to live, work and play.

### Core Values

- We will hold the preservation of life as our most sacred duty.
- We will always strive to maintain the highest standard of honesty and integrity and will accept nothing less than the truth.
- We recognize that our mission is to enforce the laws of society. We will do so in a fair and impartial manner always remembering that our role is to resolve problems, not judge or punish.
- We will honor our police powers and be mindful that they are derived from the people we serve. We will not tolerate abuse of our authority.
- We will honor and uphold the public trust and be accountable to those we serve.
- We will respect and protect the constitutional rights of all citizens, treating them with courtesy and respect and using force only when necessary.
- We recognize that our personal conduct, both on and off duty, is inseparable from our professional reputation as individuals of the department.
- We recognize that the origin and responsibility for leadership rests within each member of the department, no matter what our rank or position.
- We will always strive to expand our personal and professional growth through continued education, training and involvement within our community.
- We will always remain accountable to one another, our department and the citizens we serve.



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## Police Employee Complaint Procedure

### Introduction

The Weatherford Police Department is dedicated to providing exceptional service to its employees and citizens. Police employees are carefully selected, held to the highest standards, and provided with the best training available. In addition, the Weatherford Police Department emphasizes a commitment to the phrase:

“Our citizens are our most important resource.”

We are interested in the welfare of all citizens and in taking immediate action when our 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 a fair and thorough investigation.

Complaints against employees are handled through the Department’s Internal Affairs System.

The purpose of a Police 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 knowledge that we can police ourselves.

### Types of Complaints

There are two types of complaints that can be filed: Level I and Level II. Level I complaints may include but are not limited to criminal conduct, such as bribery, theft, perjury, etc. They also include serious rule infractions such as excessive force, improper search/seizure, false statements, dereliction of duty, etc.

Level II complaints may include but are not limited to demeanor such as gestures, language, or other offensive/inappropriate actions. They also include faulty driving and failure to comply with established Department or City policies and procedures.

## Complaint Procedures

Citizens making a complaint against an employee will be referred to the proper supervisor, if on duty, or the highest ranking supervisor on duty at the time. That supervisor will interview the citizen to obtain all pertinent information to complete a Personnel Incident form.

The Chief of Police or his/her designee shall examine the content of the complaint to determine if it meets the requirements of a complaint and determine if it is a Level I or Level II complaint. He will then designate an investigator to examine the allegation.

Level II complaints will be given to the employee’s immediate supervisor who will then conduct a complete and thorough investigation of the allegations and make a decision regarding what action will be taken. After a detailed report is completed, each of the offender’s supervisors will review the report and forward it through the normal progression of the employee’s chain of command until it reaches the Chief of Police. No disciplinary action is final until approved by the Chief of Police and all approved appeal rights have been exhausted and/or completed.

A Level I complaint will be formally investigated by personnel as assigned by the Chief of Police and shall be subject to investigation through the Department’s Internal Affairs Process.

### How do I file a complaint?

A person wishing to file a complaint should first contact a supervisor at the Weatherford Police Department. The supervisor will give you a Weatherford Police Department Personnel Complaint Form. If you are unable to come to the Weatherford Police Department, a form will be mailed to you.

Minor complaints of misconduct must be filed within thirty days of the occurrence.

### *Continuation: How do I file a complaint?*

You are required to submit a complaint form accompanied by your signature. A notarized form is preferred but not required. You must then return the complaint form to the Weatherford Police Department in person.

The investigation will be conducted as thoroughly as possible. You may be required to supply additional information and 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 action taken depends on the degree of the offense, the record of the offender and the seriousness of the violation.

The department may take the following actions, depending on the nature and severity of the violation:

- Training
- Counseling
- Oral Reprimand
- Written Reprimand
- Reduction in Rank
- Suspension or Administrative Leave With or Without Pay
- Termination

No personnel of the Department will be investigated for any infraction or be cited for any violation without being fully informed that such action is being investigated or that they have been cited for such an infraction.

The exception to this rule would be a confidential investigation to determine if a member or employee is violating a directive, policy or law.