

**HITCHCOCK POLICE DEPARTMENT  
COMMENDATION/COMPLAINT FORM**

The Hitchcock Police Department welcomes all Commendations and Complaints involving Hitchcock Police Officers.

Persons wishing to Commend Hitchcock Police Officers for exhibiting PROFESSIONAL CONDUCT, RESPECT, COURTESY, TRUST and SERVICE BEYOND THE CALL OF DUTY are encouraged to complete this form and return it to the Hitchcock Police Department.

Persons wanting to make a Formal Complaint against a Hitchcock Police Officer must submit a legible handwritten or typed copy of the statement of circumstances on which the complaint is based.

Both Commendations and Complaints should include all pertinent and relevant information as to the:

1. Date of the incident
2. Time of the incident
3. Location of the incident
4. Officer's name and /or badge number, if known
5. Witnesses and their relationship to the incident

For complaints, summarize your statement by stating your specific allegation(s).

Example: rudeness, excessive force, verbal abuse or other action that you believe was inappropriate or unnecessary conduct on the part of the Officer. Your statement should support your allegation.

Your complaint statement will be transferred to a Department form for the purpose of notarizing the statement. The complainant must swear to the truthfulness of the statement before a notary public at the Police Department. The affected Officer receives a copy of the sworn complaint so that the Officer has an opportunity to respond to the complaint.

Sustained and supported: the allegation is supported by sufficient evidence.

Not sustained or not supported: available evidence was insufficient to either prove or disprove the allegation.

Exonerated: incident complaint of what did occur, but Officer's actions were lawful or proper.

Appropriate disciplinary action, when applicable, will be taken based upon the results of the investigation. The action taken can vary according to the severity of the misconduct, etc. All administrative by the Police Department is limited and bound by the Texas Local Government code to:

Reprimand

Suspension

Dismissal

Forward your Commendation or Complaint to:

Chief of Police  
Hitchcock Police Department  
6815 2<sup>nd</sup> Street  
Hitchcock, Texas 77563

The complainant or record will be notified of the results of the investigation when completed. Please acknowledge that you have been informed of this procedure by signing and dating below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Contact: Chief, John Hamm (409) 986-5559, Office hours: 8:00am to 5:00pm.





# Complaint Against a Law Enforcement Officer

\_\_\_\_\_  
Date of Report

\_\_\_\_\_  
Time of Report

\_\_\_\_\_  
AM/PM

\_\_\_\_\_  
Name of Complainant      Age      D.O.B.      Race      Sex

\_\_\_\_\_  
Home Address      City      State      Zip Code      Phone number

\_\_\_\_\_  
Business Address      City      State      Zip Code      Phone number

\_\_\_\_\_  
Drivers License Number      State      Social Security Number

Was the complainant charged with an offense in this incident?      Yes or No

Charges filed: \_\_\_\_\_

\_\_\_\_\_  
Name of employee(s) involved in incident      Badge #      Assignment

\_\_\_\_\_  
Date of Incident      Time of Incident      Location of Incident

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Complaint Against a Law Enforcement Officer

Pursuant to the Texas Government Code a copy of your complaint will be furnished to the officer in question. Please be advised the law require this department to furnish said copies to the officers before any disciplinary action can be taken.

On this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_ at AM/PM.,  
State that my name is \_\_\_\_\_: My date of birth is \_\_\_\_\_:  
I live at \_\_\_\_\_ in the city of \_\_\_\_\_  
and the state of \_\_\_\_\_:

I do state that the following facts occurred:

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The above statement was given of my own free will without any threats or, promises and that its content is true and correct to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

Subscribed and sworn before me, the undersigned authority, on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in and for Galveston  
County, Texas  
My Commission Expires: \_\_\_\_\_

**Complaint Against a Law Enforcement Officer**

Continued: \_\_\_\_\_  
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The above statement was given of my own free will without any threats or, promises and that its content is true and correct to the best of my knowledge.

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Complainant's Signature

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