

## **CLUTE POLICE DEPARTMENT COMPLAINT PROCESS**

### **What is Internal Affairs?**

The Clute Police Department's Internal Affairs Investigator is mandated to investigate allegations of misconduct against employees of the Clute Police Department. The purpose of an Internal Affairs Investigation is fact finding and is three-fold:

#### ***Protection of the Public***

The public has the right to receive fair, efficient, and impartial law enforcement. Any misconduct by department personnel must first be detected, then thoroughly investigated, and finally, properly adjudicated to assure these qualities are maintained.

#### ***Protection of the Department***

The department is often evaluated and judged by the conduct of our individual employees. It is imperative that the whole organization not be criticized because of the misconduct of a few. An informed public must have confidence that our police department honestly and fairly investigates and adjudicates all allegations of misconduct against their employees.

#### ***Protection of the Employee***

Employees must be protected against false or misinformed allegations of misconduct. This can only be accomplished through a consistently thorough investigative process.

#### ***How do I make a complaint?***

Complaints against members of the Clute Police Department may be initiated by letter or in person. The most serious type of complaints are investigated by the department's Internal Affairs Investigator. These complaints involve allegations such as excessive force, any discharge of firearms, or criminal activity such as theft. State law requires that these complaints involving police officers be sworn under oath and notarized. Complaints that meet certain criteria and are of the least serious nature may be initiated by phone. Complaints may be made to any supervisor in the Police Department and will be forwarded to the Internal Affairs Investigator.

#### ***What happens to my complaint after it is received?***

All signed and notarized complaints reviewed by the Chief of Police to determine the nature of the allegations. The most serious type of complaints are investigated by the Internal Affairs Investigator. Complaints comparatively less serious in nature, such as rude behavior or improper procedure are forwarded to the individual officer's Captain for investigation. In every case, the person making the complaint will be contacted during the investigation for additional information, and will be notified by mail of the final disposition.

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