



## ***ROUND ROCK POLICE DEPARTMENT***

2701 N. Mays Street  
Round Rock, TX 78665  
Phone: 512.218.5500

Fax: 512.218.6681  
[www.roundrocktexas.gov](http://www.roundrocktexas.gov)

Allen J. Banks  
Chief of Police

James W. Richards  
Assistant Chief of Police

Justin T. Carmichael  
Assistant Chief of Police

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### ***INTERNAL AFFAIRS CITIZEN'S COMPLAINT FORM***

*This form has been designed to document complaints against the Round Rock Police Department.*

*Once received, this complaint shall be thoroughly investigated. All paperwork will remain in the Internal Affairs Section, under the direction of the section Lieutenant. At the conclusion of the investigation, you will receive the determination in writing from the Internal Affairs Section.*

*NOTE: According to Section 614.022 of the Texas Government Code, complaints against Peace Officers must be in writing and signed by the person making the complaint. Furthermore, City of Round Rock and Round Rock Police Association Meet and Confer Contract Section 11.04 (Citizen Complaints) limits the days of accepting personnel complaints to sixty (60) days from the date of alleged misconduct, unless certain exceptions exist.*

*Should you need assistance with this form or process, please feel free to contact Internal Affairs at 512-218-5500.*

*After completion, please mail this form to the following address:*

Round Rock Police Department  
2701 N. Mays Street  
Round Rock, TX 78665

Attn: Internal Affairs Section



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Date:  
Name:  
Home Address:  
Home Phone:  
Work Phone:

Time:  
Date of Birth:

Email Address:  
Date of Incident:

Time of Incident:

Location of Incident:  
Employee Receiving Statement:

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**Government Code, Section 614.022, provides that all complaints being considered must be written and signed by the person making the complaint.**

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Please describe the incident in as much detail as possible.

I have read the \_\_\_\_\_ page (s) of this statement, each of which bears my signature, and the facts contained therein are true and correct to the best of my knowledge. I understand, and it is my desire, that this complaint be investigated diligently. I further understand that if the investigation proves these allegations to be false, I may be liable to both criminal and civil prosecution.

This statement was completed at (location) \_\_\_\_\_ on (date) \_\_\_\_\_ .

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Signature of Person Making Statement