

Kenedy Police Department

For further information,
write or call:

Kenedy Police Department
119 S 3rd St.
Kenedy TX
78119

(830) 583-2225



**Commendation
& Complaint
Procedure**

The **Kenedy Police Department** is dedicated to providing exceptional service to the citizens and employees through a problem solving approach, emphasizing a commitment to **excellence through teamwork**.

The Police Department is sincerely interested in both rewarding above average performance and in taking corrective action in those instances where an employee fails to meet our standards.

Commendation Procedure

How to File a Commendation

To commend or compliment the performance of a Kenedy Police Department employee, notify the Kenedy Police Department by visiting, writing or calling:

Kenedy Police Department

119 S 3rd

You will be provided a Police Department Citizen Commendation / Complaint Form to complete. If the commendation is received verbally, this form will be completed by a supervisor and forwarded through to the Chief of Police.

When a compliment or commendation is received by mail, it too will be forwarded through to the Chief of Police.

Letters of commendation from citizens are posted for all Department employees to view. The Police Department and its employees appreciate the effort and consideration of concerned citizens who take the time to commend employee performance.

Complaint Procedure

How to File a Formal Complaint

A person wishing to file a formal complaint should contact a supervisor at the Police Department. The supervisor will provide you a Police Department Citizen Commendation / Complaint Form, or one will be mailed to you. You will be required to return the notarized complaint. You will be notified by the Investigating Officer as to the progress of your investigation. You may be required to supply additional information. Once the investigation has been concluded, you will be notified by mail as to the disposition of your complaint.

Polygraph

During the course of the investigation, you (as the complainant) may be requested to submit to a polygraph examination.

If Complaint is Substantiated

When the investigation of a formal complaint reveals that the charges are true and should be sustained against the employee, the Department may take one of the following actions; depending on the nature

of the violation:

1. Training provided or assigned by the correcting supervisor;
2. Verbal counseling;
3. Written counseling;
4. Letter of reprimand;
5. Suspension without pay;
6. Demotion;
7. Termination.

If a Complaint is not Substantiated

If there is not sufficient evidence to support the allegations, the investigation is closed and no further action is taken.

False Statement

Any false, misleading or untrue statements, accusations or allegations made in relation to the employee of the Police Department may lead to civil and/or criminal sanctions.

The Kenedy Police Department is vitally interested in the welfare of all citizens and in taking actions where its employees have proven derelict in their duties or are guilty of wrongdoing. If it becomes necessary for you to make a complaint, be assured that it will be given a fair and thorough investigation.

The Kenedy Police Department is comprised of professionals dedicated to serving you.