



COMPLAINT FORM INSTRUCTIONS

- Complaints must be notarized prior to submitting to the Police Department.
- Additional pages can be added to the packet; however, the LAST page must be the acknowledged page with notary signature and stamp.
- The complaint must be neat and legible.
- Complaints may be mailed to the address on this letterhead below or dropped off in the lobby of the Police Department.
- The first page of the Complaint form must be completed in its entirety. If you do not know the answer, please write “N/A”— Do NOT leave a blank.
- Kyle Police Department has notaries to assist you, if necessary.
 - Please bring a Valid Driver’s License or ID Card.
 - DO NOT sign the Document until you are in front of the Notary and have received the oath.
- If a copy is requested, the copy will be mailed to you at the address listed on the complaint form.
- Please wait thirty (30) business days before requesting a status or update on the complaint.

FOR OFFICE USE ONLY

REC'D BY: _____

DATE/TIME: _____

ASSIGNED #: _____

COMPLAINT FORM

RETURN TO: Kyle Police Department, c/o Records Division

PRINT LEGIBLY:

Full Name: _____ Today's Date: _____

Mailing Address: _____

City, State & Zip Code: _____

E-Mail Address: _____

Daytime Phone: _____ Evening Phone: _____

NATURE OF COMPLAINT

Brief summary of primary comment (i.e., Officer was rude and unprofessional, etc.):

INVOLVED INDIVIDUALS

Please list the name(s) of involved Police Department employees, any witness(es), or other involved parties. Please include address(es) and telephone number(s), if known. If the name of the Department employee is unknown, please list identifying information or a description, if known.

*Role	Name, if known	Address, if known	Telephone #'s, if known

*Role = (P) Police Employee, (W) Witness, or, (O) Other.



