

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

The Mineola Police Department's Internal Affairs Investigator position was created and is mandated to investigate allegations of misconduct against employees of the City of Mineola Police Department. It is a fact-finding entity and its purpose 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 be detected, thoroughly investigated, and properly adjudicated to assure the maintenance of this right.

### **Protection of the Department**

The department is often evaluated and judged by the conduct of its 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 its police department honestly and fairly investigates and adjudicates all allegations of misconduct against its 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.

### **Important Numbers**

911 - Police Emergency

911 - Fire Emergency

911 - Medical Emergency

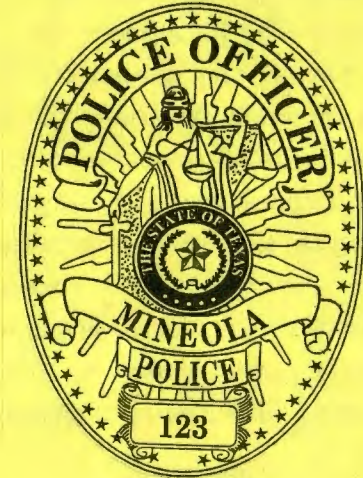
### **Non-Emergency Police Service**

(903) 569-6294

### **Non-Emergency Fire Service**

(903) 569-6183

## **Racial Profiling Prohibited**



### **Mineola Police Department**

300 Greenville Highway

Mineola, TX 75773

(903) 569-6294 Dispatch

(903) 569-0778 Fax

***"Excellence In Service"***

Charles E. Bittner

Chief of Police



## **Racial Profiling Prohibited**

The Mineola Police Department has established a policy, 4.09, concerning the prohibition of racial profiling as set out in state and federal laws concerning racial profiling and discriminatory practices in general. Discrimination in any form, including racial profiling, is strictly prohibited and the department will take immediate and appropriate action to investigate allegations of discrimination. This policy applies to all members of the Mineola Police Department, both sworn and non-sworn members.

### **What is Racial Profiling**

Racial Profiling is any law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or information identifying the individual as having engaged in criminal activity.

Examples of Racial Profiling include but are not limited to the following:

- Initiating a traffic stop on a particular vehicle because of the race, ethnicity, or national origin of the driver of a vehicle
- Stopping or detaining the driver of a vehicle based on the determination that a person of that race, ethnicity, or national origin is unlikely to own or possess that specific make or model of vehicle.
- Stopping or detaining an individual based on the determination that a person of that race, ethnicity, or national origin does not belong in a specific part of town or a specific place.

## **Data Reporting**

Personnel designated by the Chief of Police will compile and place into a report format all incidents concerning racial profiling. The Chief of Police shall disseminate this data as required by statute.

### **Complaint Process**

The Department shall accept complaints from any person who believes he or she has been stopped, searched, or inappropriately ticketed or arrested based on racial, ethnic, or national origin profiling. No person shall be discouraged, intimidated, or coerced from filing such a complaint. Employees and supervisors shall report any racial profiling practice they observe.

## **How do I Make a Complaint?**

Complaints against members of the Mineola Police Department may be made by letter or in person, and under certain circumstances by phone. No matter how the complaint is made, it is the responsibility of the contacted supervisor to inform the complainant of the proper procedure for filing a complaint. State law requires that complaints involving police officers be sworn under oath and notarized. Complaints may be filed at the Mineola Police Department, 300 Greenville Highway, Mineola, TX 75773. Telephone Number (903) 569-6294.

### **What Happens To My Complaint After It Is Received?**

All complaints received by the Department are reviewed by the Chief of Police to determine the nature of the allegation. The most serious types of complaints are investigated by the Professional Standards Unit, which is the Department's Internal Affairs. These complaints involve allegations such as excessive force, any discharge of firearms, or criminal activity such as theft. Complaints comparatively less serious in nature, such as rude behavior, or improper procedure, are forwarded to the officer's immediate supervisor for investigation. In every case, the person making the complaint will be contacted during the investigation for additional information, and will be notified of the final disposition by mail.





Mineola Police  
Department  
300 Greenville Hwy  
Mineola, TX 75773  
Tel: 903-569-6294  
www.mineola.com

**Compliment  / Complaint  Processing Form**

<b>Last Name:</b>		<b>First Name:</b>		<b>MI:</b>	<b>Home Phone #:</b>	<b>Cell Phone #:</b>
<b>Mailing Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Email Address:</b>	
<b>Date of Incident:</b>		<b>Location of Incident:</b>				
<b>Time of Incident:</b>		<b>Case Number:</b>			<b>Citation Number:</b>	
<b>Name of Involved Employees</b>			<b>Actions of Employee</b>			
1.						
2.						
3.						

**Statement**

Clearly and chronologically state what happened, ensuring that you articulate the conduct, facts and evidence in support of your allegation(s). Please sign all pages that bear your statement and initial all corrections. Please include any available witness information including addresses and phone numbers. All complaints require a Notary or Peace Officer witness.

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Filing a false complaint against a police employee is a violation of the Texas Penal Code, Section 37.02. If a person intentionally and knowingly makes a false statement under oath, or swears to the truth of a false statement previously made under oath, a person may be found guilty and punished by a fine up to \$4,000, confinement in jail up to one year, or by both fine and imprisonment.

I have read each page of this statement consisting of \_\_\_\_\_ page(s). Corrections, if any bear my initials. I certify the facts contained herein are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Notary / Peace Officer- Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Compliment / Complaint Processing Form**

**Statement Continuation**

Page \_\_\_\_ of \_\_\_\_

*Please sign and date each page that bears your statement and initial all corrections*

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Signature

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Printed Name

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Notary / Peace Officer- Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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