

HOW TO COMMEND AN ODESSA POLICE EMPLOYEE

If you see a Police Department employee perform outstanding work, please let us know about it. Following are suggestions for commending an employee.

Write a letter to the employee's supervisor, Deputy Chief, or the Police Chief at;

Odessa Police Department
205 Grant Ave
Odessa, Texas 79761

Commendation letters are logged and placed in the employee's permanent personnel file

Call the Police Department at 432-333-3641 and ask to speak with the employee's supervisor.

If you are unsure of the employee's name, describe the employee and list the specific actions or demeanor that impressed you. Mention the location, date and time the incident occurred.

You may also commend an employee by using our website at www.odessapd.com

CITY OF ODESSA POLICE DEPARTMENT

205 N. GRANT AVE
ODESSA, TEXAS 79761
(432) 333-3641
www.odessapd.com



Internal Affairs
(432) 335-5775

Bureau of Operations
(432) 335-3344

Bureau of Special Operations
(432) 335-3343

COMMENDATIONS FOR ODESSA POLICE EMPLOYEES



COMPLAINTS AGAINST ODESSA POLICE EMPLOYEES

The Odessa Police Department is dedicated to providing the best police service possible to all of Odessa's citizens. Employees, both sworn officers and civilian personnel are carefully selected and given the best training possible in order to provide this service. However, you may have occasion to lodge a complaint about the actions of a member of the Odessa Police Department. In order to be responsive to you, we are providing the following information about how complaints should be made, how they are investigated, and their results.

HOW ARE COMPLAINTS SUBMITTED

When a citizen lodges a complaint against a member of the Odessa Police Department, the complaint goes to Internal Affairs, located at 205 N. Grant. Their duty is to review and investigate your complaint. The office is open from 8:00 a.m. until 5:00 p.m. each weekday.

After normal business hours, you may lodge a complaint with any supervisor of the Police Department or visit our website @ www.odessapd.com. Your complaint will be forwarded to Internal Affairs for investigation.

TEXAS STATE LAW (Section 614.022 of the Government Code, V.T.C.A.) requires that

all complaints against police officers must be in writing and signed by the person making the complaint. Just as citizens who are arrested must be notified of the charges against them, police officers are entitled to a copy of the complaint before any disciplinary action may be taken. Complaints must be made by the person who claims to be aggrieved. Other persons may give statements as witnesses.

Internal Affairs will conduct a thorough investigation of your complaint and you will be notified of the result, and of any action taken.

Citations issued or difference of opinion between police officers and a citizen over the issuance of citations or the guilt of innocence of a person arrested, will not be investigated. . Issues of guilt or innocence fall only within the jurisdiction of the courts. Only specific allegations of misconduct against an officer will be investigated

FALSE COMPLAINTS

Sometimes people make false complaints against police officers. Citizens should be aware that this is a violation of the Texas Penal Code. Section 37.02 provides punishment for an individual adjudged guilty of committing an offense if, with intent to deceive and with knowledge of the statements meaning:

He makes a false statement under oath or swears to the truth of a false statement previously made: and the statement is required or authorized by law to be made under oath.

A person convicted under this Section can be punished by:

1. a fine not to exceed \$4000.00.
2. confinement in jail for a term not to exceed one year; or
3. both such fine and confinement.

This information is not intended to intimidate the citizens or prevent valid complaints. It is intended to prevent false complaints against officers.

WHAT HAPPENS WHEN A COMPLAINT IS FOUND TO BE TRUE

If the investigation of a complaint reveals it is true and should be sustained against an employee, the Department will notify the employee. Depending on the nature of the violation, one or more of the following actions may be taken:

- Counsel with the employee.
- Retrain the employee.
- Reprimand the employee.
- Suspend the employee.
- Demote the employee.
- Discharge the employee.

WHAT HAPPENS IF THE COMPLAINT IS FOUND NOT TO BE TRUE

By law, employees must be afforded certain rights, the same as with all citizens. Complaints can be sustained only through evidence. If there is not sufficient evidence to sustain the complaint, no action will be taken against the employee.

EMPLOYEE CAN APPEAL THE DECISION

Just as a citizen charged with a criminal offense can appeal a court decision, a police officer may appeal administrative action taken against him. The City of Odessa has established procedures for officers to follow in their appeals, just as the police Department have established procedures for insuring the complaints by citizens against officers are thoroughly and honestly investigated.

WHAT IF YOU ARE NOT SATISFIED WITH THE DECISION

If you are not satisfied with the result of the investigation by Internal Affairs, you may appeal to:

The office of the Chief of Police, located in the Police Department, 205 N. Grant.
The office of the City Manager, located in City Hall, 411 W. 8th Street.

The Odessa Police Department is vitally interested in taking action when its employees are derelict in their duties or are guilty of wrongdoing. Your complaint will be given a fair and thorough investigation.

RACIAL PROFILING COMPLAINTS

CCP Art. 2.132 Law Enforcement Policy on Racial Profiling requires the department to provide public education on the racial profiling complaint process. For the Odessa Police Department, this process is the same as the department's complaint process, as described in this brochure.