February 27, 2019

A Look at Wichita Falls' Comprehensive Racial Profiling Dataset

- Statistical Data on Traffic Stops and Searches
- State Law and Guidelines on Racial Profiling
- Policies and Training
- Complaint Procedure
- Contact Information

Wichita Falls, Texas

Contact Data Report

Prepared by the
Wichita Falls Police Department
Office of Professional Conduct

Wichita Falls City Council

Stephen Santellana
Mayor

Bobby Whiteley
Councilor At Large

Eric West
Councilor, District 1

DeAndra Chenault
Councilor, District 2

Jeff Browning
Councilor, District 3

Tim Brewer
Councilor, District 4

Steve Jackson
Councilor, District 5

A Look Inside

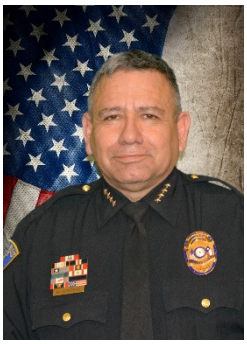
	Chief's Message
	Mission Statement and Core Values
1	**Statistical Data**
	Analysis and Interpretation of Data
	Contact Data, Disposition, and Searches
	Reason for Motor Vehicle Stops
	Arrest Charges on Motor Vehicle Stops
	Three Year Data Comparison
	Allegations of Racism, Discrimination, or Harassment
2	**State of Texas Racial Profiling Statutes**
	Texas Racial Profiling Law
	Texas Code of Criminal Procedure Requirements
	Texas Code of Criminal Procedure Definitions and Links
3	**Wichita Falls Police Department Policies**
	Texas Best Practices
	General Orders
	Racial Profiling
	Citizen Complaints
	Video and Audio Recording and Review
	Training
4	**Filing a Complaint if Racial Profiling Occurs**
	Filing a Complaint with the Office of Professional Conduct
	OPC Brochure
	OPC Report of Service Form
	OPC Response Letter
5	**WFPD Contact Information**
	List of Contact Information

On the Cover

A view of the Wichita Falls Police Department
610 Holliday
Wichita Falls, Texas 76301

POLICE
WICHITA FALLS TX

Manuel Borrego, Chief of Police



Chief Manuel Borrego

Deputy Chief R.W. Smith

Deputy Chief Guy Gilmore

Mission Statement

"Our mission is to provide exceptional police service and protection for our community."

Stephen Santellana, Honorable Mayor
Bobby Whiteley, Councilor at Large
Eric West, Councilor, District 1
DeAndra Chenault, Councilor, District 2
Jeff Browning, Councilor, District 3
Tim Brewer, Councilor, District 4
Steve Jackson, Councilor, District 5
Darron Leiker, City Manager
Kinley Hegglund, City Attorney

February 22, 2019

Wichita Falls Police Department's Annual Biased Based Profiling Report

The following report is for your review only; no further action is required by Council. The analysis of the Wichita Falls Police Department's statistical report showed the Department, based on the captured data, is in compliance with applicable Texas laws regarding Biased Based (Racial) Profiling. Biased Based Profiling requirements are based on below listed criteria.

1. Contact data- race of individual stopped in a motor vehicle
2. Race of driver identifiable or not identifiable prior to stop
3. Information about searches during motor vehicle stops

The Wichita Falls Police Department has collected motor vehicle stop-based contact data for the purpose of identifying and addressing any potential or perceived concerns regarding biased-based profiling practices among police officers. Our goal is to maintain the confidence and support of our citizens as we fulfill our mission to serve and protect our community.

Wichita Falls Police Department personnel are expected to perform their duties in a proactive manner and to aggressively investigate suspected violations of the law. Officers are also expected to actively enforce local, state, and federal laws in a responsible and professional manner; without regard to race, ethnicity, national origin, gender, sexual orientation or any other identifiable group.

We are certain that the information made available in this report will instill the confidence from our community that their police department serves their needs with fairness and equitable treatment. The positive results of this report will serve as a basis to reinforce our committed relationship with our citizens.

Manuel Borrego
Chief of Police

Manuel Borrego, Chief of Police

Mission Statement

Our mission is to provide exceptional police service and protection for our community.

Core Values

Professionalism
Observance of the Law
Loyalty
Integrity
Courage
Equal Treatment

Statistical Data

Analysis and Interpretation of Data

The data in this report contains information on police/citizen contacts from all motor vehicle traffic stops between January 1, 2018 and December 31, 2018. The information presented is open to multiple interpretations. Although the ACLU recommends that the data be compared to households with access to vehicles, this does not include the commuters from outlying communities or travelers through Wichita Falls. This also does not include commercial vehicles that operate in Wichita Falls on a daily basis.

Part of the data required to be collected are the number of searches conducted on the contacts. This data is then compared by race/ethnicity.

The number of contacts for Blacks, Hispanics, and Whites closely parallel to the racial makeup of the population of Wichita Falls. Asian and American Indian contact rates does not appear to be proportional to Black, Hispanic and/or White contact rates. This is due to the number of subjects in these groups being stopped. If, for example, only one person was stopped and arrested from a particular group, the overall statistics would show a one hundred percent arrest rate for that group.

The data also shows that stops were made for violations of the law rather than based on the race or ethnicity of all individuals. During the year there were calls for service and alerts for specific suspects involved in crimes. In these situations the officer is looking for a suspect in a particular crime. Violations might include but are not limited to violations of the Penal Code, DWI, or City Ordinances. In these cases the suspect's race is commonly given to the officer as an identifier and may be used as a factor in the initial stop. This is allowed by law. There is no evidence that race was used as the single factor for any motor vehicle stop.

Contact Data and Disposition of Motor Vehicle Stops - 2018

	Contacts		Written Warning		Citation		Citation and Arrest		Arrests		Race Identifiable Yes		Race identifiable No	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Asian	403	1.56%	88	1.83%	313	1.59%	1	.15%	1	0.15 %	1	0.16%	402	1.60%
Black	3,549	13.78%	651	13.53%	2513	12.80%	187	28.46%	198	30.55%	214	33.33%	3,335	13.28%
Hispanic	3,343	12.98%	505	10.49%	2582	13.15%	135	20.54%	121	18.67%	62	9.66%	3,281	13.06%
American Indian	135	0.52%	29	.60%	101	0.51%	3	0.46%	2	0.31%	2	0.31%	133	.53%
White	18,327	71.15%	3539	73.55%	14,131	71.95%	331	50.38%	326	50.31%	363	56.42%	17,964	71.53%
Total	25,757	100%	4,812	100%	19,640	100%	657	100%	648	100%	642	100%	25,115	100%

Percentages rounded to the nearest hundredth and may not equal 100%.

Searches During Stops - 2018

	Contacts		Searches		Consent		Plain View		Probable Cause		Inventory		Incident to Arrest	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Asian	403	1.56%	6	0.34%	4	1.02%	0	0.00%	2	0.37%	0	0.00%	0	0.00%
Black	3,549	13.78%	532	30.38%	80	20.41%	20	22.22%	218	40.15%	6	54.55%	208	29.09%
Hispanic	3,343	12.98%	328	18.73%	63	16.07%	17	18.89%	91	16.76%	2	18.18%	155	21.68%
American Indian	135	0.52%	11	0.63%	5	1.28%	0	0.00%	4	0.74%	0	0.00%	2	0.28%
White	18,327	71.15%	874	49.91%	240	61.22%	53	58.89%	228	41.99%	3	27.27%	350	48.95%
Total	25,757	100%	1,751	100%	392	100%	90	100%	543	100%	11	100%	715	100%

Contraband Found During Stops

	Illegal Drugs		Currency		Weapons		Alcohol		Property Stolen		Other	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Asian	2	0.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Black	178	28.94%	1	50.00%	9	37.50%	0	0.00%	4	25.00%	1	20.00%
Hispanic	112	18.21%	0	0.00%	5	20.83%	5	26.32%	3	18.75%	1	20.00%
American Indian	3	0.49%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
White	320	52.03%	1	50.00%	10	41.67&	14	73.68%	9	56.25%	3	60.00%
Total	615	100%	2	100%	24	100%	19	100%	16	100%	5	100%

Percentages rounded to the nearest hundredth and may not equal 100%.

Reason for Motor Vehicle Stops - 2018

Reason for Stop	Asian		Black		Hispanic		Native American		White	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Pre-existing knowledge	0	0.00%	97	2.73%	68	2.03%	1	0.00%	175	0.95%
Non Moving Traffic Violation	60	14.88%	1,123	31.64%	813	24.32%	40	5.93%	3,666	20.00%
Moving Traffic Violation	342	84.86%	2,312	65.15%	2,448	73.23%	93	68.89%	14,438	78.78%
Violation of Law	1	0.25%	17	0.48%	14	0.42%	1	0.74%	48	0.26%
Total	403	100%	3,549	100%	3,343	100%	135	100%	18,327	100%

Percentages rounded to the nearest hundredth and may not equal 100%.

Arrest Charges During Motor Vehicle Stops - 2018

Charges	Asian		Black		Hispanic		American Indian		White	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Drug Violation	1	50.00%	135	35.06%	84	32.81%	3	60.00%	233	35.46%
DWI	0	0.00%	2	0.52%	11	4.30%	0	0.00%	28	4.26%
DWLI	0	0.00%	16	4.16%	5	1.95%	0	0.00%	28	4.26%
Evading	0	0.00%	3	0.78%	8	3.13%	0	0.00%	7	1.07%
Financial Crime	0	0.00%	1	0.26%	1	0.39%	0	0.00%	4	0.61%
Firearm/Weapon	0	0.00%	19	4.94%	8	3.13%	0	0.00%	19	2.89%
Offense Against Person	0	0.00%	5	1.30%	7	2.73%	0	0.00%	11	1.67%
Other	1	50.00%	37	9.61%	16	6.25%	0	0.00%	54	8.22%
Property Crime	0	0.00%	24	6.23%	5	1.95%	0	0.00%	41	6.24%
Public Intoxication	0	0.00%	3	0.78%	1	0.39%	0	0.00%	5	0.76%
Resisting	0	0.00%	1	0.26%	0	0.00%	0	0.00%	2	0.30%
Traffic Violation	0	0.00%	15	3.90%	6	2.34%	0	0.00%	12	1.83%
Warrant	0	0.00%	124	32.21%	104	40.63%	2	40.00%	213	32.42%
Total	2	100%	385	100%	256	100%	5	100.00%	657	100%

Percentages rounded to the nearest hundredth and may not equal 100%.

Three-Year Data comparison

Comparison of Three-Year traffic-Related Contact Information where arrests were made between January 1, 2018 - December 31, 2018

Race / Ethnicity *	Traffic - Related Contacts			Searches			Arrests		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
	Percent	Percent	Percent	Percent	Percent	Percent	Percent	Percent	Percent
Asian	1.51%	1.65%	1.56%	0.30%	0.39%	0.16%	0.26%	0.36%	0.15%
Black	12.82%	13.04%	13.78%	27.66%	28.95%	29.50%	26.56%	28.99%	29.50%
Hispanic	12.30%	15.65%	12.98%	22.40%	20.70%	19.59%	22.24%	20.17%	19.62%
Middle Eastern Descent	0.19%	0.18%	0.00%	0.07%	0.13%	0.00%	0.08%	0.15%	0.00%
American Indian	0.49%	0.39%	0.52%	0.22%	0.64%	0.39%	0.26%	0.66%	0.38%
White	72.65%	69.08%	71.15%	49.31%	49.19%	50.35%	50.57%	49.67%	50.34%
*** Total Percentage**	100%	100%	100%	100%	100%	100%	100%	100%	100%

* Figures have been rounded and may not equal 100%

Texas

Racial Profiling

Statutes

Texas Racial Profiling Law

CCP, Title 1, Chapters 2 and 3

In 2001 the Texas Legislature addressed the issue of racial profiling in policing and passed the Texas Racial Profiling Law (SB 1074). This legislation is found in the Texas Code of Criminal Procedure in Chapters 2 and 3. It requires all agencies to collect data on motor vehicle traffic stops, and report the data to TCOLE as well as to their governing body. From the perspective of the bill's supporters, mandated data collection was not intended to be a solution to racial profiling in Texas but rather a first step in a longer fight. The legislation was intended to provide a strong data-based tool that civil rights organizations could use to effectively advocate for more specific policy responses to racial profiling.

Sandra Bland Act

In 2017, the Texas Legislature passed the Sandra Bland Act (SB 1849). Article 5 of the act amended the existing CCP articles pertaining to racial profiling. The act requires that contact data be collected on every motor vehicle traffic stop. Prior to this act, data was only collected on traffic stops that resulted in a citation or arrest. The act added categories of data to be collected which are: any force used as a result of the stop, location of the stop, and reason for the stop. It also requires further details about any search conducted during the stop. This act was effective January 1, 2018. The data in this report is in compliance with the Sandra Bland Act.

Applicable CCP Articles

Art. 2.131. RACIAL PROFILING PROHIBITED.

Art. 2.132. LAW ENFORCEMENT POLICY ON RACIAL PROFILING.

Art. 2.133. REPORTS REQUIRED FOR MOTOR VEHICLE STOPS.

Art. 2.134. COMPILATION AND ANALYSIS OF INFORMATION COLLECTED.

Art. 2.135. PARTIAL EXEMPTION FOR AGENCIES USING VIDEO AND AUDIO EQUIPMENT. (REPEALED IN SANDRA BLAND ACT OF 2017)

Art. 3.05. RACIAL PROFILING DEFINED

Complaints of Racism, Discrimination or Harassment Based on Race during Motor Vehicle Stops

The Texas Code of Criminal Procedure 2.134(c)(2) requires that this report include information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

There was one complaint filed on a Wichita Falls Police Department officer during the time period January 1, 2018 – December 31, 2018 for an alleged violation(s) of Texas Racial Profiling statutes. A black female driver stated that she was stopped solely because of her race. A review of the officer's in-car video clearly showed the traffic violation for which the stop was made. The officer was not found to have engaged in any misconduct.

Code of Criminal Procedure Requirements

According to Article 2.132, CCP, each law enforcement agency in the state shall adopt a detailed written policy on racial profiling. The policy must:

- Clearly define acts constituting racial profiling.
- Strictly prohibit peace officers employed by the agency from engaging in racial profiling.
- Implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual.
- Provide public education relating to the agency's complaint process.
- Require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article.
- Require a collection of information relating to all motor vehicle stops, including information relating to: the gender and race or ethnicity of the individual detained; whether a search was conducted and the basis of the search; whether contraband was found, and if so, what type of contraband.
- Require the agency to submit to the governing body of each county or municipality served by the agency an annual report of the information collected above.
- If a law enforcement agency installs video or audio equipment, the policy must include standards for reviewing video and audio documentation.

The Wichita Falls Police Department's General Orders that meet these requirements are detailed in the next section of this report.

Code of Criminal Procedure Definitions

Art. 2.132

"Motor vehicle stop" means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.

"Race or ethnicity" means of a particular descent, including White, Black, Hispanic/Latino, Asian/Pacific Islander, or American Indian.

Art. 3.05

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

Links

The links listed below are for your convenience to review the pages of the Texas Code of Criminal Procedure that pertains to racial profiling rules and reporting requirements:

http://www.statutes.legis.state.tx.us/Docs/CR/htm/CR.2.htm#2.131

http://www.statutes.legis.state.tx.us/Docs/CR/htm/CR.3.htm#3.05

https://capitol.texas.gov/tlodocs/85R/billtext/pdf/SB01849I.pdf

https://www.tcole.texas.gov/content/racial-profiling-reports

Wichita Falls Police Department

Policies

Texas Police Chiefs Association
Law Enforcement Recognition Program

In 2011 the Wichita Falls Police Department began the voluntary process of instituting the best practices guidelines set forth by TPCA, commonly known as "Texas Best." The Texas Legislature demands a great deal of professional law enforcement in Texas and the Best Practices were specifically designed to aid Texas agencies in meeting those demands and providing the best quality of service possible. The Texas Best guidelines meet or exceed all of the requirements listed under Article 2.132, CCP. Compliance with these guidelines are mandated under WFPD General Order No. 100.059, effective October 7, 2011.

These guidelines expanded the definition of Racial Profiling, also referred to as Bias-Based Profiling. The Texas Best definition is: law enforcement initiated action based on an individual's race, national origin, or ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.

The Wichita Falls Police Department was inspected and re-recognized as a Texas Best agency in May of 2017.

Wichita Falls Police Department General Orders

The Wichita Falls Police Department has developed General Orders to ensure compliance with all laws of the State of Texas regarding Biased Based (Racial) Profiling, and with Texas Best guidelines.

General Order 100.059 Biased Based Profiling (Racial Profiling)

The purpose of this policy is to reaffirm the Wichita Falls Police Department's commitment to unbiased policing in all its encounters between officers and any person; to reinforce procedures that serve to ensure public confidence and mutual trust through the provision of services in a fair and equitable fashion; and to protect our officers from unwarranted accusations of misconduct when they act within the dictates of departmental policy and the law. This General Order puts the Department in compliance with CCP Art. 2.132. It was updated in 2017 to be in accord with the Sandra Bland Act.

General Order 103.002 Citizen Complaints, Office of Professional Conduct

The purpose of this order is to implement a process by which an individual may file a complaint with the Wichita Falls Police Department if the individual believes that an officer employed by the agency has engaged in racial profiling. This order requires that information about filing a complaint and the means to do so are readily accessible to the public at all times, and that all complaints are treated seriously.

General Order 200.054 Mobile Video and Digital Audio Recording Equipment

One of the primary purposes of this order is to establish procedures to properly maintain and review audio/video recordings of motor vehicle stops made by Wichita Falls Police Officers to ensure that biased based profiling is not occurring. Each shift commander is responsible for seeing that supervisors review videotapes, audio recordings and in-car

digital recordings in compliance with this policy. Videotapes are reviewed when they are exchanged for a new tape by a supervisor. In-car videos are downloaded to the server. Audio recording media is downloaded on a weekly basis. Due to the large amount of documentation created from these reviews, this documentation is not included in this report.

General Order No. 105.002 Training

One of the purposes of this policy is to ensure that all department employees receive training that conforms to TCOLE standards. TCOLE established a statewide comprehensive education and training program on racial profiling for licensed peace officers. All officers are required to complete this program not later than the second anniversary of the date the officer is licensed or the date the officer applies for an intermediate proficiency certificate, whichever date is earlier. All sworn officers who graduated from the Wichita Falls Police Department Academy prior to 2001 attended the Racial Profiling course between 2001 and 2005. The officers that graduated from the Police Academy after 2001 attended the course while in the academy.

Filing a Complaint

Filing a Complaint if Racial Profiling Occurs

Police Officers are granted a public trust that requires that they consistently demonstrate the highest degree of integrity. With this in mind, the Wichita Falls Police Department has established a Code of Conduct which sets forth the standards requiring officers to maintain a high level of personal and official behavior in order to command the respect and confidence of the public.

When members of the public believe that a police officer has engaged in misconduct, to include a violation of the racial profiling laws, they may report this misconduct to the Police Department's Office of Professional Conduct (OPC.) The Sandra Bland Act requires officers to provide citizens with information on how to file a complaint on every motor vehicle stop. This is accomplished by including the physical address, phone number, and email address of OPC on each written warning or citation.

There are several ways a complaint can be filed:

1. A Report of Service form can be obtained at the front desk of the Police Department, or on the City of Wichita Falls website. The Report of Service form can be found online here: http://www.wichitafallstx.gov/documentcenter/view/4644. The completed form may be submitted to the front desk or mailed to: 610 Holliday, Wichita Falls, TX, 76301.
2. A concern about employee conduct can be submitted online through the City of Wichita Falls website. Follow this link: https://clients.comcate.com/newrequest.php?id=34#
3. Speak to a Shift Supervisor by calling (940) 720-5000,
4. Call the Office of Professional Conduct at (940) 761-7723,
5. Email the Office of Professional Conduct at OPC@wfpd.net

The Report of Service form must be completed and returned to the Police Department either by mail or by returning it to the front desk of the Police Department. A signature is required to file a formal complaint so the complainant will be asked to sign their form if they have not already done so.

The function of the OPC division of the Wichita Falls Police Department is to investigate alleged violations of the departmental policies and procedures by members of the Department. The complaints will either be investigated internally by the OPC Commander or assigned directly to the employee's Commander. Find more information at: http://www.wichitafallstx.gov/1360/Office-of-Professional-Conduct

The OPC division conducts only administrative investigations and any statements taken, or allegation made in that office will have no effect on any criminal proceedings pending against the complainant. The OPC division does not investigate criminal allegations.

The complete investigation and final disposition of a case is all handled within the Police Department. All information obtained and found during the course of the investigation is kept confidential to the extent allowed by law

Complimenting an

There are times that Officers and employees of the Wichita Falls Police Department go above and beyond their call for duty. Law Enforcement employees appreciate it when their good deeds are noticed. Many times officers are remembered for the traffic tickets they issue or the arrest they made, and not for the helping hands they extend every day.

If an officer or employee of the Wichita Falls Police Department provides services that you wish to thank them for, or commend them for, please fill out the Report of Service form provided in the lobby of the Police Station or write a letter to the Chief. We will see that that employee receives the form or the letter and that a copy is placed in their personnel folder.

Just a small note of thanks or a positive comment goes a long way to boost the morale of not only the involved employee, but also those around them the employees are more positive about themselves and the services they provide.

Report of Service forms can be turned into the Police Department at the front desk, phoned in, turned in to a supervisor, or mailed to the Wichita Falls Police Department at the following address:

Wichita Falls Police Department
610 Holliday
Wichita Falls, TX 76301
(940) 761-7723
(940) 720-5000

The Wichita Falls Police Department offers a Citizen Ride-a-Long program. This is an opportunity for citizens to ride with an on-duty patrol officer. For more information call the Training Office at 720-5059.

Wichita Falls Police Department

Chief of Police	(940) 761-6832
Communications	(940) 720-5000
Communications Supervisor	(940) 720-5063
Community Services Office	(940) 720-5016
Crime Prevention	(940) 720-5019
Crime Stoppers	(940) 322-9888 (800) 322-9888
Records Section	(940) 761-7782
Criminal Investigations Section (Detectives)	(940) 761-7762
Juvenile Unit	(940) 761-7762
Narcotics Section	(940) 761-7720
Office of Professional Conduct (Internal Affairs)	(940) 761-7723
Patrol Supervisors	(940) 720-5000
Patrol Checks	(940) 761-7792
Property / Evidence	(940) 761-7798
Public Information Officer	(940) 720-5016
Statistics	(940) 761-7787
Traffic Section	(940) 761-6862 ((40) 761-7791
Training Section	(940) 720-5059
All others not listed	(940) 720-5000

IMPORTANT NUMBERS

Emergency	**911**
Information Desk	**(940) 761-7792**
Accident Records	**(940) 761-7786**

Citizen Complaint Procedures

How do I file a complaint against an officer or employee of the Wichita Falls Police Department, and how are those complaints handled?

Complimenting Employees Procedures

How do I compliment or thank an Officer or an employee of the Wichita Falls Police Department for a job well done?

The answer to both questions is by using a Report of Service form, available in the lobby or the front desk of the Police Station, or from any on-duty supervisor. These forms are used for complaints and compliments.

Wichita Falls Police Department
Office of Professional Conduct
(940) 761-7723
24-hour number, (940) 720-5000

Complaint Investigations

The Wichita Falls Police Department is committed to fair, efficient and impartial law enforcement. Any misconduct by Depart-ment employees must be detected, thoroughly investigated, and properly adjudicated to assure the maintenance of these qualities. A police department is often evaluated and judged by the conduct of individual employees. When an informed public knows its Police Department honestly and fairly investigates and adjudicates all allegations of misconduct against its employees the community develops trust in its Police Department. At the same time employees must be protected against false allegations of misconduct. This can only be accomplished through a consistently thorough investigative process.

The Report of Service forms are available to make complaints. They can also be phoned in (a signature will be required at a later date) or a letter can be mailed to the Police Department. Please insure it is signed.

Frequently Asked Questions

Who do I talk to first? The Office of Profes-sional Conduct is available during regular business hours or you may make a complaint to any on-duty supervisor. The Chief is notified of all complaints after they are filed.

Who will investigate my complaint? The Office of Professional Conduct investigates some complaints and some are investigated by the employee's Commander. The seriousness of a complaint is based on guidelines from the Chief.

What if I am under 17 years of age? You still have the right to make a complaint with the assistance of a responsible adult.

How will I know what happens to my com-plaint? You will be notified when the investigation has been completed. This does not apply to anonymous complaints.

Does my complaint have to be in writing? Yes. Before a complaint can be looked into formally, the complaint must be in writing. A signature and date must also be included.

Will the employee know who complained on them? The employee is notified who complained on them and what the complaint is about. This gives the employee an opportunity to give their side of the story. Other information about the investigation is kept confidential and the employee does not have access to the information in the investigation.

Complainants should not be concerned with retribution for making a legitimate com-plaint. Any conduct of this nature by an employee will not be tolerated. There are policies in place to prevent such conduct.

The supervisor of the employee can explain many complaints. If you wish to talk to a supervisor they will attempt to resolve the complaint informally. You may still file a complaint if you are not satisfied with their response.

Wichita Falls Police Department
Office of Professional Conduct
(940) 761-7723
24-hour number, (940) 720-5000

Additional Information

The filing of a formal complaint against an employee of the Wichita Falls Police Department by you institutes an administrative investigation, which could possibly result in disciplinary action being taken against the employee.

Therefore: *A person who makes a false statement under oath concerning a complaint filed against a law enforcement officer as required by Chapter 614, Subchapter B in the Government Code, with intent to deceive and knowledge of the statement's meaning, is guilty of aggravated perjury under Section 37.03 of the Texas Penal Code if he/she has knowledge of the content of the complaint, the purpose of the filing, and the official character of the investigation conducted in connection therewith, and if the statement is material.*

Complainants who have current criminal or traffic charges pending should be aware that the internal review process deals solely with Department policy matters and the conduct of Department employees. **Regardless of the outcome of a complaint investigation, existing criminal or traffic charges must be dealt with through the proper courts.**

The Wichita Falls Police Department realizes that confusion, different perceptions, or the timeliness of information sometimes will result in descriptions that produce different versions of the same incident. This is common in all police work; however a deliberate making of a report that the complainant knows to be false or misleading may result in criminal or civil action against the complainant.

Wichita Falls Police Department

Report of Service Form

Name: _____ _____ _____
(Last Name) (Frist Name) (Middle Name)

Address: _____ Apt: _____ City: _____ State: _____ Zip: _____

Business Address: _____ Day Phone: _____ Night Phone: _____

Other Phone: _____ Date of Birth: _____ Age: _____ Sex: _____ Race: _____
(Pager, Cell, Relative)

Best time and place to contact you: _____

The complaint/compliment is about: _____
(List officer or other employees name, badge numbers, or car numbers, if known)

The incident occurred on: _____ _____ at: _____ A.M. P.M.
(Day of the Week) (Date) (Time)

This incident occurred at the followinig location: _____

Briefly explain what happened: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____
(Use additional sheets if necessary)

Witness Name: _____ Age: _____ Sex: _____ Race: _____
(Last, First, Middle)

Day Phone: _____ Night Phone: _____ Other Phone: _____
(Pager, Cell Phone, Relative)

I understand that this complaint will be investigated thoroughly and objectively. I further understand that if the investigation proves that I have knowingly made a false allegation, I may be liable to both criminal and civil prosecution. I also understand that in some cases I may be asked to submit to a polygraph examination as a part of this investigation.

_____ _____
Date Time Signature for Compliment and/or Complaint

_____ _____
Compliment/Complaint Received by Time Signature of Parent/Guardian (if under 17 years of age)

Investigator's Summary _____
(Departmental Use Only)

Date Received: _____ Chief's Signature _____
DATE

Initial Contact: _____

Control No: _____ Investigator's Signature _____
DATE

Manuel Borrego, Chief of Police

M. _____ December 31, 2017

Wichita Falls, TX

Dear _____,

An investigation of the complaint filed by you against Officer _____ has been completed.

The Wichita Falls Police Department appreciates you notifying us about this incident. Also your cooperation with this investigation was greatly appreciated. As a result of this investigation the Department shall be taking the appropriate action warranted by the findings of the investigation.

Should you have questions concerning this investigation, please feel free to contact me at (940) 720-5000.

_____
Lt.

Manuel Borrego
Chief of Police

Contact Information

Wichita Falls Police Department

Contact Information

Chief of Police

Manuel Borrego
610 Holliday
Wichita Falls, TX 76301
(940) 761-6832

Office of Professional Conduct

Lt. Ginger Gilmore
610 Holliday
Wichita Falls, TX 76301
(940) 761-7723

Professional Standards Unit

Officer Charles Casillas
610 Holliday
Wichita Falls, TX 76301
(940) 761-7772

Training Unit

Sgt. Jerad Miller
710 Flood St
Wichita Falls, TX 76301
(940) 720-5028