



LA MARQUE POLICE DEPARTMENT CITIZEN COMPLAINT FORM



A Message from the Chief of Police

The employees of the La Marque Police Department are dedicated to delivering the highest level of public safety services possible to the citizens of our community. We are dedicated professional who hold ourselves to high standards of conduct and expect our employees to perform their duties with integrity and respect.

I realize however that sometimes we will make mistakes. It is essential that I be made aware of any complaints toward our employees in order to ensure that we are providing the best level of service possible.

As the Chief of Police, I have a responsibility to the citizens of our community and to the employees of the Police Department to make sure that all complaints are thoroughly investigated. If you have a complaint against one of our employees, please complete the attached form. We will evaluate the employee's actions based on the facts of the incident.

Your complaint will be thoroughly investigated and handled as promptly as possible. A member of the department will be assigned to investigate your complaint and will be in contact with you very soon. If you have additional information concerning the matter that you are reporting, you may call our Administrative Services Division Commander at (409) 938-9229.

Kirk Jackson

Chief of Police

**LA MARQUE POLICE DEPARTMENT
COMPLAINT AGAINST EMPLOYEE
INTERNAL AFFAIRS / COMPLAINT INVESTIGATION
STATEMENT NOTIFICATION**

The filing of a formal complaint by you against an employee of the La Marque Police Department initiates an administrative investigation, which could result in disciplinary action being taken against the employee.

Therefore, a person who makes a false statement under oath concerning a complaint filed (as required by Section 614.022 of the Texas Government Code) against a law enforcement officer, with intent to deceive and with knowledge of the statement's meaning, could face criminal prosecution under statutes of the Texas Penal Code if he/she has knowledge of the complaint, the purpose of its filing, and the official character of the investigation conducted in connection therewith, and if the statement is material.

If, after review of your complaint and affidavit, it is determined that your complaint is merited, the affected members of the department will be provided a copy of your sworn affidavit to afford him or her an opportunity to respond to the complaint.

Upon completion of the investigation, one of the following dispositions will be made:

Sustained: Evidence sufficient to prove the allegation was identified.

Non-Sustained: Evidence sufficient to prove the allegation was not identified.

Exonerated: The alleged incident or conduct occurred but was lawful and proper.

Unfounded: The allegation was determined to be false or not factual.

Appropriate disciplinary action, if applicable, will be taken based on the results of the investigation. The action taken can vary based on the facts discovered during the investigation and the severity of the misconduct. All disciplinary action taken by the La Marque Police Department is done in accordance with Texas Local Government Code statutes. Consequently, the police department's receipt of the complaint, the investigation of the complaint, and the beginning of discipline of the officer must be completed within 180 days after the occurrence of the act. For criminal acts, the time frame is 180 days from the discovery of the act.

Your completed complaint form should be forwarded to: La Marque Police Department
Office of Professional Responsibility
431 Bayou Road
La Marque, Texas 77568

Please sign below indicating that you have read and been informed of the complaint investigation procedure.

Signature of person completing affidavit

Date signed

For Office Use Only

Rcvd by: _____

Date: _____

**LA MARQUE POLICE DEPARTMENT
COMPLAINT AGAINST EMPLOYEE
INTERNAL AFFAIRS / COMPLAINT INVESTIGATION
INCIDENT DETAILS**

Today's date: _____

Name of Complainant _____ Date of Birth _____ Race _____ Sex _____

Home Address _____ City _____ State _____ Zip Code _____ Phone # _____

Driver License / ID Card Number _____ Issuing State _____ Social Security Number (optional) _____

Date of Incident: _____ Time of Incident: _____ AM PM

Location or address of the incident: _____

If known, please give the name(s) / badge number(s) of the employees involved in the incident:

1 _____ 2 _____

3 _____ 4 _____

If unknown, I can describe the employee(s) as:

1. Male Female White Black Hispanic Asian
Height _____ Weight _____ Hair Color _____
2. Male Female White Black Hispanic Asian
Height _____ Weight _____ Hair Color _____
3. Male Female White Black Hispanic Asian
Height _____ Weight _____ Hair Color _____
4. Male Female White Black Hispanic Asian
Height _____ Weight _____ Hair Color _____

Were there any witnesses to the incident who we may contact? YES NO

If you know their names and phone numbers, please list them below:

1 _____	2 _____
3 _____	4 _____

Were you arrested in this incident? YES NO

If YES, what charg(es) were filed? _____

Were you issued a citation in this incident? YES NO

If YES, what charge is listed on the citation **(please note, disputing the validity of a traffic citation will not be addressed through the complaint process. If you are disputing the charge listed on your traffic citation, the municipal court will hear your case).** _____

What type of complaint are you filing?

- Dissatisfaction with Police Service
- Rudeness
- Racial Profiling
- Excessive Force
- Other:

