



**Citizen Complaint/Inquiry Form
 Memorial Villages Police Department
 11981 Memorial Drive
 Houston, Texas 77024**



Dear Citizen:

As part of our commitment to excellence in providing law enforcement services, our organization has adopted a uniform Citizen Complaint/Inquiry Form to make us aware of any complaints citizens may have with our services and/or complaints against our employees.

A “complaint” is defined as an act of expressed dissatisfaction which relates to department operations, policies, and procedures, or an employee’s personal conduct or unlawful acts. A disagreement simply over the validity of a traffic or parking citation, is not grounds for the initiation of a personnel complaint. Those are matters for adjudication by the proper court system.

Please fill out this form entirely, and deliver or mail the form to the address listed above or fax it to 1-713-365-3798 or Email to Rschultz@MVPDTEX.ORG, Attention: Internal Affairs. A representative of our organization will contact you should further information be needed.

Ray Schultz
 Chief of Police
 713-365-3700

Complaint Information

Please fill in your name and all information completely so that we may contact you.

(#1) Complainant’s Name: _____

Address: _____

Telephone # (H) _____ (W) _____ (Cell) _____

Date of Birth: _____ DL#: _____ Race: _____ Sex: _____

(#2) Witness's Name: _____

Address: _____

Telephone # (H) _____ (W) _____ (Cell) _____

Date of Birth: _____ DL#: _____ Race: _____ Sex: _____

Nature of Complaint

Please check the appropriate box.

The employee/officer was:

On Duty Off Duty Performing Law Enforcement Services Personal Conduct

(Over)

