

## Frequently Asked Questions

### Who does the Internal Affairs Officer report to?

The Internal Affairs Officer answers directly to the Chief of Police.

### Is there any risk in making a complaint against a member of the Police Department?

No, we encourage the reporting of inappropriate conduct by members of the department. However, if you deliberately make a false complaint against any Police Department member, you may be prosecuted criminally and/or be held civilly liable.

### What happens if complaints are found to be true?

When the investigation of a complaint reveals the accusations are true and should be sustained, the employee's supervisors may take one of the following actions depending on the nature of the violation and the member's discipline history.

- Corrective Counseling
- Oral Reprimand
- Written Reprimand
- Suspension Without Pay
- Demotion
- Termination

## Questions or Recommendations

If you have any questions or recommendations on how the Port Lavaca Police Department can improve your police service, please call the Office of the Chief of Police at 361-552-3788 or email [jmartinez@portlavaca.org](mailto:jmartinez@portlavaca.org)

### Port Lavaca Police

201 N Colorado  
Port Lavaca, TX 77979  
Phone: 361.552.3788  
Fax: 361.552.7386



## Port Lavaca Police Department

### Communicating Complaints to the Department –

### Including Racial Profiling



**James Martinez**  
Chief of Police



## A Message from the Chief of Police

The Port Lavaca Police Department takes great pride in serving the public in a respectful and professional manner. As Chief of Police, I welcome your feedback concerning the service and performance of the department.

It is important that our department always maintains a high level of public trust from the community we serve. To help accomplish this, we will take responsive and appropriate actions in investigating legitimate complaints that we receive concerning allegations of misconduct on the part of our employees.

As a department, we are committed to investigating complaints thoroughly, objectively and fairly. It is critical that the complaint process be open, transparent and as impartial as possible.

Thank you for taking the time to become more familiar with our complaint process. I also appreciate your support for the men and women of the Port Lavaca Police Department.

~James Martinez

## Internal Affairs Officer

The Internal Affairs Officer is part of the Department's Administration Section and is responsible for receiving, processing and investigating any alleged misconduct or criminal conduct against any member of the Port Lavaca Police Department. These investigations are under the supervision of the Chief of Police who ensures that all allegations are investigated thoroughly and objectively.

## Filing a Complaint

To file a complaint against a member of the Port Lavaca Police Department you may contact the Internal Affairs Officer in person during business hours at 361-552-3788.

You may also speak with a Supervisor by appearing in person at the police department.

## Complaint Process

All complaints will be accepted by the Internal Affairs Officer. Each will be reviewed and then assigned to the Internal Affairs Officer, his designee or the employee's immediate supervisor for investigation. Following a thorough and impartial investigation, a disposition will be made based on all available facts and a totality of the circumstances.

## Disposition of Complaints

The results of all allegations of misconduct are given one of the following final dispositions:

**Unfounded:** The allegation is false, not factual or did not occur.

**Exonerated:** The incident complained upon did occur but was lawful and proper.

**Not Sustained:** There is not sufficient evidence either to prove or disprove the allegation.

**Sustained:** The allegation is supported by sufficient evidence. The allegation is true, and the action of the employee was inconsistent with PLPD policy

**Unrelated Violation:** A violation unrelated to the initial complaint was sustained

**Other:** The allegation involves a training or customer service issue only.