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**How do I initiate a complaint against an employee?**

Complaints may be made by telephone, letter, in person, or by filling out the form within this brochure and submitting it to the Houma Police Department with any information you would like to provide. Complaints may be filed 24 hours a day with the on-duty supervisor or during regular hours with Internal Affairs.

All complaints, including anonymous complaints will be accepted.

**How do I initiate a commendation for an employee?**

Commendations may be made by telephone, letter, in person, or by filling out the form within this brochure and submitting it to the Houma Police Department with any information you would like to provide. Commendations may be filed 24 hours a day with an on-duty supervisor or during regular business hours with Internal Affairs.

**How long will the investigation take?**

Minor complaints are often handled immediately. As a general rule, the investigation of a serious charge should be concluded within 30 days, unless circumstances necessitate additional time.

**Will I be notified of the results of my complaint/compliment?**

Yes, either in writing for serious complaints or by telephone.

**If I have any questions or would like further assistance, who can I call?**

Houma Police Department Internal Affairs Section,  
985-873-6371.

Dear Citizens,

The quality of the relationship between the community and the Houma Police Department determines the level of cooperation and support required for effective and equitable law enforcement.

Citizen's compliments and complaints assist the department in evaluating the quality of service provided to the citizens of Houma.

This brochure is designed to clarify some of the rights you as a citizen have if you want to make a legitimate complaint against a Houma Police Department employee.

The Houma Police Department acknowledges its responsibility by establishing a system of complaint and disciplinary action when improper conduct is evident, but will also protect the employee when they properly discharge their duties.

Together, we can make a difference. I am committed to providing the highest quality of law enforcement service to the citizens of Houma.

Sincerely,

Todd Duplantis  
Interim Chief of Police

Terrebonne Parish Consolidated Government  
City of Houma Police Department

Todd Duplantis  
*Interim Chief of Police*

Michel H. Claudet  
*Parish President*



**Houma Police Department  
Citizen Compliment &  
Complaint Form**

*Houma Police Department  
500 Honduras Street  
Houma, Louisiana 70360*

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# Citizen Compliment/Complaint Form (Circle One)

Office Use Only

Date and Time Received \_\_\_\_\_ Received By: \_\_\_\_\_

**Instructions:**

1. Fill out form. Please print or type legibly.
2. Complaints alleging brutality by a police officer must be sworn to and submitted to the Department within 90 days of the incident.
3. Submit this form to the Office of Internal Affairs.
4. You will be contacted for a follow-up interview.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Item Number: \_\_\_\_\_

Location or address where incident occurred: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Witness Name: \_\_\_\_\_

Witness Address: \_\_\_\_\_ Witness Phone: \_\_\_\_\_

Name of Officer(s) involved: \_\_\_\_\_

Briefly describe what happened (attach additional sheets of paper if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How would you like to see this complaint resolved? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_