

City of San Marcos
City Marshal's Office & Park
Ranger's Program
Conduct Report

If we are to be successful in maintaining our cooperative and productive relationship with the public, it is important that we know when we are doing a good job and as well as bad. If you have information that you believe is important for us to know, please provide a detailed description of the incident or circumstances that you wish to report. We appreciate your participation and will use the information you provide to improve our service to the public. You may be interviewed by the person receiving this report.

Circle Type of Report:

Commendation / Complaint

Date & Time Reported:		Incident Number:
Person Reporting:	Full Name, Street Address, City, Zip:	Date of Birth:
Home Phone:	Business Phone:	Driver's License Number & State
of Issue: Location of Occurrence:	Name of Location & Address:	
Witnesses:	Full Name, Street Address, City, Zip:	Date of Birth:
Home Phone:	Business Phone:	Driver's License Number & State
of Issue: Witnesses:	Full Name, Street Address, City, Zip:	Date of Birth:
Home Phone:	Business Phone:	Driver's License Number & State
of Issue: Name of Officer or Employee involved or a description if unknown:		
Please include a detailed description of the incident, circumstances or conduct that you wish to report (Use back of page if necessary):		

Citizen's Signature

Date:

In the event that the information you provide is in regard to an allegation of wrongful conduct on the part of a police employee, please read and sign below:

Citizen's Statement: I believe that the facts I have provided are true and correct to the best of my knowledge. I agree to present this complaint in person to the appropriate investigative authority should the complaint result in a disciplinary proceeding against the officer(s) or other police employee(s).

SWORN TO & SUBSCRIBED BEFORE ME, this the _____ day of _____ A.D. ____ _

Citizen's Signature

Notary Public
Hays County,
My Commission Expires: _____

Use additional space below if necessary:

Interview

The person receiving this completed form may interview you to gather additional details or important aspects about the conduct you are reporting. At the completion of the interview, you will be asked how you would like us to proceed. The space immediately below this statement is for the interviewer's use.

Person Receiving Form:

Date & Time Received:

Interviewed By:

Date & Time:

Results of the Interview:

Signature of Interviewing Officer:

After this interview, I would like this conduct form referred to the officer(s) or employee(s):

Supervisor: _____
City Marshal _____
Parks Director _____

Citizen's Signature

Received Date:

Supervisor

City Marshal

Parks Director
