September 4. 2026

Chief James Fitch
Clute Police Department

RE: Notice of Formal Complaint, External Investigation, and Administrative Leave

Chief Fitch:

This letter is to notify you that the City has received a formal written complaint in which you are the subject. A copy of the complaint is enclosed with this letter.

To ensure that the matter is reviewed objectively and impartially, the City of La Porte, Texas, will provide assistance as an independent outside agency and will conduct the internal investigation. The purpose of this investigation is to gather and evaluate the relevant facts and determine whether any policy, procedure, or other applicable standard has been violated. No conclusions have been reached at this time.

Effective immediately, you are placed on administrative leave with pay pending completion of the investigation, unless otherwise directed in writing. While on administrative leave, you are relieved of your regular duties and shall remain available to the City and the assigned investigators as requested.

During the investigation, you shall not have contact, directly or indirectly, with any member of the Police Department regarding the complaint or investigation, except as specifically authorized in writing by the City Manager or the assigned investigator. You are also directed not to contact, intimidate, influence, retaliate against, or attempt to retaliate against the complainant or any person who may provide information in connection with this investigation.

You are expected to cooperate fully with the investigation and to preserve all records, communications, electronic data, documents, and other materials that may be relevant to the matter. Any questions regarding this directive or the investigation should be directed to me at 979-412-4982 or cjsnipes@clutetexas.gov.

Sincerely,

CJ Snipes, City Manager
City of Clute, Texas

Enclosure: Formal Complaint

Acknowledged Receipt:

Chief James Fitch

9/4/26
Date