UNIVERSITY OF HOUSTON
CLEAR LAKE
POLICE DEPARTMENT

Personnel Complaint Form

INSTRUCTIONS

1. Please complete the form and sign.
2. Place in a sealed envelope labeled: “To: Chief of Police”
3. Deliver to Clerk’s Window at Bayou Building 1636;
   or
   Place in Commendation/Complaint Box at Bayou 1636 Entrance;
   or
   Mail to:

The University of Houston-Clear Lake
Police Department
Office of the Chief of Police

2700 Bay Area Boulevard
Houston, Texas 77058

FOR INVESTIGATOR’S USE ONLY

Signature of Complainant

Date                        Time

Witnessed by:

Copy Received by Employee:  Y  N

Signature of Employee

Date                        Time:

Employee Response Waived:  Y  N

Signature of Employee

Date                        Time
Please read Texas statutes governing the Formal Complaint Process before completing and submitting this form

**GOVERNMENT CODE**

Section 614.022. Complaint to be in Writing and Signed by Complainant
To be considered by the head of a state agency or by the head of a fire or police department, the complaint must be:
1. in writing; and
2. signed by the person making the complaint.

Section 614.023. Copy of Complaint to be Given to Officer or Employee
1. A copy of a signed complaint against a law enforcement officer, fire fighter, or police officer shall be given to the officer or employee within a reasonable time after the complaint is filed.
2. Disciplinary action may not be taken against the officer or employee unless a copy of the signed complaint is given to the officer or employee.

**PENAL CODE**

Section 37.02. Perjury
A person commits an offense if, with intent to deceive and with knowledge of the statement's meaning:
1. he makes a false statement under oath or swears to the truth of a false statement previously made and the statement is required or authorized by law to be made under oath; or
2. he makes a false unsworn declaration under Chapter 132, Civil Practice and Remedies Code.
An offense under this section is a Class A misdemeanor.

Section 37.03. Aggravated Perjury
A person commits an offense if he commits perjury as defined in Section 37.02, and the false statement:
1. is made during or in connection with an official proceeding; and
2. is material.
An offense under this section is a felony of the third degree.

Please complete as thoroughly as possible using legible print.

<table>
<thead>
<tr>
<th>Complainant’s Full Name (Print or Type)</th>
<th>Complainant’s Address:</th>
<th>Telephone No.:</th>
</tr>
</thead>
</table>

Day and Date of alleged incident(s) | Approximate time of alleged incident(s) | Location of Alleged Incident(s) | Name of or identifying information of the employee against whom the allegation is being made: |

-Witness or Witnesses (if any)-

<table>
<thead>
<tr>
<th>Name of witness:</th>
<th>Address of witness:</th>
<th>Telephone No.:</th>
</tr>
</thead>
</table>

Nature of Complaint(s)
Clearly indicate the nature of your complaint. (Use reverse side of the form if more space is needed.)

If additional space is needed, please add comments on another sheet of paper and attach