**University of Texas System Police**

DP Form #42

(Rev. 10/18)

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|  | Personnel Complaint | | |  | |
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| Date: | | Category of Complaint (check one box)  Class I  Class II | | | |
| Police Department Name: | | Internal Complaint Number: | | | |
| Complainant’s Full Name (Print or Type): | | Telephone No.: | | | Date of Birth: |
| Complainant’s Address: | | | | | |
| Day & Date of alleged incident(s): | | | Approximate time of alleged incident(s): | | |
| Location where incident occurred: | | | | | |
| If a person was arrested print name of arrested person: | | Arrested person’s address: | | | Telephone No.: |
| Name or other identifying information relating to the employee against whom the allegation(s) is/are being made: | | | | | |
| -Witness or Witnesses (if any)- | | | | | |
| Name of witness: | | Address of witness: | | | Telephone No.: |
|  | |  | | |  |
|  | |  | | |  |
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| Nature of Complaint(s)  Clearly indicate the nature of your complaint.  (Use reverse side of the form if more space is needed.) | | | | | |
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List Specific Violation(s):

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| Complainant Signature Witnessed by: | | | | |
| Copy Received: | | Signature of Complainant | | Date |
| Employee Signature | Date | Complainant refused to affix signature | | |
|  | | Other (explain) | | |
| Response Waived: | |  | | |
| Employee Signature | Date | |  | |
|  | | | | |

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| By signing the above, I acknowledge receipt of this complaint as well as the guiding policy regarding the confidentiality of this administrative investigation:  **ODOP Policy 204, Complaint Investigations, VI. Investigation, F:**  It is prohibited for any departmental employee having knowledge of or engaged in an administrative complaint investigation involving a University of Texas System Police employee to divulge to any person any information regarding the current investigations. The only exceptions will be talking to assigned investigators, supervisory command, clergy, attorney, licensed counselor or physician. No employee shall by writing, speaking, utterance, or any other means commit an act; or cause another person to commit an act, which would hinder or obstruct an administrative investigation.  **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 department or local law enforcement agency, 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**  (a) A copy of a signed complaint against a law enforcement officer of this state or a fire fighter, detention officer, county jailer, or peace officer appointed or employed by a political subdivision of this state shall be given to the officer or employee within a reasonable time after the complaint is filed.  (b) 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.  (c) In addition to the requirement of Subsection (b), the officer or employee may not be indefinitely suspended or terminated from employment based on the subject matter of the complaint unless:  (1) the complaint is investigated; and  (2) there is evidence to prove the allegation of misconduct |