

**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" and deliver to Clerk's Window at Bayou Building 1636; or**
- 3. Place in Commendation/Complaint Box at Bayou 1636 Entrance; or**
- 4. Mail to:**

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

*2700 Bay Area Boulevard  
Houston, Texas 77058-1098*

*Date:* \_\_\_\_\_





# UNIVERSITY OF HOUSTON-CLEAR LAKE POLICE DEPARTMENT

## Personnel Complaint Form


	Date: _____	Time: _____	Complainant refused to affix signature: <input type="checkbox"/>
Signature of Complainant			
	Date: _____	Time: _____	Other (explain) <input type="checkbox"/>
Witnessed by			<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"> </div>
Copy Received: <input type="checkbox"/>			
	Date: _____	Time: _____	
Signature of Employee:			
Response Waived: <input type="checkbox"/>			
	Date: _____	Time: _____	
Signature of Employee:			

**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**  
 (a) 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.  
 (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.

**PENAL CODE**  
**Section 37.02. Perjury**  
 (a) 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.  
 (b) An offense under this section is a Class A misdemeanor.

**Section 37.03. Aggravated Perjury**  
 (a) 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.  
 (b) An offense under this section is a felony of the third degree.