

LONE STAR COLLEGE POLICE DEPARTMENT



Personnel Complaint Form

Texas Statute References for Complainants

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.

INSTRUCTIONS

1. Print out Form
 2. Fully complete the form and sign
 3. If more space is needed print out multiple copies of page two
 4. Place in a sealed envelope labeled "To: Chief of Police"
 5. Deliver to any LSC Police Department Supervisor;
- or email scanned documents to LSCpolice@lonestar.edu

or mail to

*Lone Star College Police Department
Office of the Chief of Police
20515 State Highway 249
Houston, Texas 77070*

LONE STAR COLLEGE POLICE DEPARTMENT



Date: _____

Complainant's Full Name (Print or Type)	Complainant's Address:	Telephone No.:
Day and Date of alleged incident(s)		Approximate time of alleged incident(s)
Location of alleged incident(s)		
Name of 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.:
Nature of Complaint(s) Clearly indicate the nature of your complaint.		

LONE STAR COLLEGE POLICE DEPARTMENT



(Nature of Complaint – cont'd)

Signature of Complainant

Date: Time:

Complainant refused to sign:

Notary Witness Signature

Date: Time:

Copy Received:

Signature of Employee:

Date: Time:

Response Waived:

Signature of Employee:

Date: Time: