University of Houston- Downtown

POLICE DEPARTMENT

Initial Complaint Notice

Date of complaint submittal:	Complaint# (completed by IA)	
Complainant's Full Name (Print or Type)	Telephone/Unit Number:	
Complainant's Address:	Email:	
Date and time of alleged incident:	Date of report:	
Location(s) where incident occurred:		
If a person was arrested, print name:	Associated case number (if known):	
Name or other identifying information of the employee against whom the allegation (s) is/are being made:		
Name of witness(es) (if any):	Address of witness(es) (N/A if employee):	Telephone No.:

Nature of Complaint(s)

Clearly indicate the nature of your complaint. For the purposes of this process, a complaint is defined as an accusation that an employee violated a policy, statute or law which could result in disciplinary action.

Use reverse side of the form if more space is needed.

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Complainant Signature and Date	An employee names in a complaint has the right to submit a response. ☐ I acknowledge my right, and intend to respond. ☐ I acknowledge my right and waive my response.
Witness name (print or Type)	
Witness Signature and Date	Employee Signature and Date

State of Texas, County of _____

Before me, _____, on this day personally appeared _____, known to

Me, or proved to me through identity card or other document, to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office

This _____ day of _____, (year).

Notary public's Signature _____ Seal

FOR INTERNAL USE ☐ Supervisory review ☐ Internal Affairs Investigation

Assigned to : _____ Expected completion date: _____