

Personnel Complaint Procedures

Please review the information provided on the next two pages.

1. Complete the attached Employee Personnel Complaint form. You will need to provide a written statement of the events about which you wish to file a complaint. Please be as detailed as possible. If you need additional space, you may make a copy of the second page, request a second page from the Alamo Colleges Police Department or attach a separate piece of paper.
2. The second and any subsequent pages must be notarized. You may have the form notarized by a notary of your choice or an Alamo Colleges Police Department notary can provide this service. Please call before stopping by to ensure a notary is available.
3. The complaint form may be returned to the Alamo Colleges Police Department in person or by mail.
4. Once received by the Chief of Police, the complaint will be assigned to the appropriate individual for investigation. This individual will contact you within 10 business days. There may be a need for additional information, clarification of points in your statement, or other need based on the individual circumstances of your complaint.
5. Once the investigation is completed, it is submitted to the Chief of Police for review.
6. You will be informed of the disposition by the office of the Chief of Police.
7. If you have any questions during the process, please call the individual assigned to the complaint or the office of the Chief of Police.

Complaints should be submitted in person or by mail to:

Chief of Police
Alamo Colleges Police Department
201 W. Sheridan, Bldg. C
San Antonio, Texas 78204
210-485-0088

For additional information, questions, or assistance with completing the complaint form call 210-485-0088.

The following information relates to the filing of complaints with the Alamo Colleges Police Department. It is provided as information only.

TEXAS PENAL CODE

Sec. 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 sworn declaration under Chapter 132, Civil Practice and Remedies Code.
- (b) An offense under this section is a Class A misdemeanor.

Sec. 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.
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TEXAS GOVERNMENT CODE

Complaint Against Law Enforcement Officer Or Firefighter

Sec. 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.

Sec. 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.

Acts 1993, 73rd Leg., ch/263. Sec.1, eff. 9-1-93

**PERSONNEL COMPLAINT
AFFIDAVIT**

STATE OF _____

COUNTY OF _____

**Before me, the undersigned authority in and for the State of _____,
on this day personally appeared _____, who,
after being by me duly sworn, deposed and said:**

My name is _____. I am of sound mind, 18
years of age or older, and competent to give this affidavit.

Affidavit of _____
Page _____ of _____

I have read the above statement consisting of __ page(s), which is based on my personal knowledge, and it is true and correct.

Subscribed and sworn to before me, the undersigned authority, on this the ____ day of _____, A.D. ____.

Notary