



## **Personnel Complaint DP Form #42**

### **INSTRUCTIONS**

1. Fill out DP Form #42
2. Print the form and sign
3. If more space is needed, print multiple copies of page 2
4. Deliver completed complaint form to Police Department in person or mail to:  
*UT Dallas Police – Internal Affairs*  
*800 W. Campbell Road, PD11*  
*Richardson, TX 75080*

# University of Texas System Police

DP Form #42

**Personnel Complaint**

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

**APPENDIX B (cont.)**  
**University of Texas System Police**

DP Form #42

List Specific Violation(s):

Complainant Signature Witnessed by:

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Copy Received:	Signature of Complainant	Date
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Employee Signature	Date	<input type="checkbox"/> Complainant refused to affix signature
		<input type="checkbox"/> Other (explain)

Response Waived:

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Employee Signature	Date
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**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.