

**City of Wichita Falls  
Code Enforcement Division**

**Employee Conduct Complaint**

|   |                            |  |
|---|----------------------------|--|
| <b>Date Form Completed</b>  | <b>Time Form Completed</b> | <b>Date Form Received (Office Use)</b> |
| <b>Complainant Name</b>   | <b>Complainant Address</b> | <b>Complainant Phone</b>               |
| <b>Employee Name</b>  |                            | <b>Location of Incident</b>            |
| <b>Date of Incident</b>   |                            | <b>Time of Incident</b>                |
| <b>Description of Incident</b> (use back if more space is needed) |                            |  |

I the undersigned complainant understand that this complaint is a government record. I attest that all information and statements I have provided are accurate, factual and free of errors or omissions to the best of my knowledge.

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Signature of Complainant

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Date Signed

**SWORN TO AND SUBSCRIBED BEFORE ME** on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Notary Public, State of Texas

It is unlawful (State Jail Felony) pursuant to Texas Penal Code 37.10 (a) (5) for any person to make, present or use a governmental record with knowledge that it is false with the intent to harm or defraud another.

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**Description of Incident (continued)**

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