

**City of Wichita Falls  
Code Enforcement Division**

**Employee Conduct Complaint**

Date Form Completed	Time Form Completed	Date Form Received (Office Use)
Complainant Name	Complainant Address	Complainant Phone
Employee Name	Location of Incident	
Date of Incident	Time of Incident	
Description of Incident (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.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date Signed

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

\_\_\_\_\_  
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.

**Description of Incident** (continued)