

**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.

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Description of Incident (continued)

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