

The forms on the following pages are provided to assist the District in processing complaints and appeals against district peace officers:

Exhibit A: Form for Complaint against a District Peace Officer (Level One)—3 pages

Exhibit B: Level Two Appeal for Complaint against a District Peace Officer—2 pages

Exhibit C: Level Three Appeal for Complaint against a District Peace Officer—2 pages

Exhibit D: Level Four Appeal for Complaint against a District Peace Officer—2 pages

EXHIBIT A

FORM FOR COMPLAINT AGAINST A DISTRICT PEACE OFFICER
(LEVEL ONE)

To file a formal complaint against a District peace officer, please fill out this form completely, have it notarized, and submit it by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail to the chief of police. This form must be notarized prior to submission.

Additionally, a copy of the signed complaint will be given to the officer against whom the complaint is made within a reasonable time after the complaint is filed. Action may not be taken against the officer unless a copy of the signed complaint is given to the officer.

1. Name of person making the complaint: _____

Address:

Telephone number:

2. Complainant is a (*choose one*):

Student/parent

District employee

Community member

3. Date of the circumstances causing the complaint: _____

4. Name of the police officer against whom this complaint is being made:

5. Please describe the circumstances causing the complaint (*clearly indicate the dates, times, names, locations, and details involved in the complaint and attach any records, reports, or statements that support this complaint*).

SAFETY PROGRAM/RISK MANAGEMENT
SECURITY PERSONNEL

CKE
(EXHIBIT)

Additional page(s) is/are attached: Yes No

6. List any witnesses:

Witness 1 name: _____

Address: _____

Telephone number: _____

Witness 2 name: _____

Address: _____

Telephone number: _____

Witness 3 name: _____

Address: _____

Telephone number: _____

7. Please explain how you have been harmed by this circumstance.

8. Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts.

With whom did you communicate? _____

On what date? _____

9. Please describe the outcome or action you are seeking.

Cypress-Fairbanks ISD
101907

SAFETY PROGRAM/RISK MANAGEMENT
SECURITY PERSONNEL

CKE
(EXHIBIT)

Signature of complainant: _____ Date: _____

Sworn Affidavit

State of Texas

County of

Before me, the undersigned authority, appeared

,

who after being sworn on his or her oath declared that the statements herein contained are true and correct.

Sworn to and subscribed before me on this _____ day of _____ (month),
_____ (year).

Notary Public Signature:

Notary Public Name:

(Affix Notary Seal)

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint or appeal.

Attach to this form any documents you believe will support the complaint. Please keep a copy of the completed form and any supporting documentation for your records.

EXHIBIT B

LEVEL TWO APPEAL FOR COMPLAINT AGAINST A DISTRICT PEACE OFFICER

To appeal a Level One decision, or the lack of a timely response after a Level One conference, please fill out this form completely and submit it by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail to the office of the chief of police within the time established in CKE(LOCAL).

1. Name of person making the complaint: _____
Address: _____
Telephone number: _____
E-mail address: _____
2. Complainant is a (*choose one*):
 - Student/parent
 - District employee
 - Community member
3. If you will be represented in presenting your appeal, please identify the person representing you, and his or her name and contact information. _____

4. Who held the Level One conference? _____
Date of conference: _____ Date of written Level One response: _____
5. Please explain specifically how you disagree with the outcome at Level One.

6. Attach a copy of your original Level One complaint and any documentation submitted at your Level One conference.
7. Attach a copy of the Level One response being appealed, if applicable 0.

Signature of complainant: _____ Date: _____

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed but may be refiled with all the required information.

Please keep a copy of the completed form and any supporting documentation for your records.

EXHIBIT C

LEVEL THREE APPEAL FOR COMPLAINT AGAINST A DISTRICT PEACE OFFICER

To appeal a Level Two decision, or the lack of a timely response after a Level Two conference, please fill out this form completely and submit it by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail to the office of the Superintendent within the time established in CKE(LOCAL).

1. Name of person making the complaint:

Address:

Telephone number: _____

E-mail address: _____

2. Complainant is a (*choose one*):

Student/parent

District employee

Community member

3. If you will be represented in presenting your appeal, please identify the person representing you, and his or her name and contact information.

4. Who held the Level Two conference? _____

Date of conference: _____ Date of written Level Two response: _____

5. Please explain specifically how you disagree with the outcome at Level Two.

6. Attach a copy of your original Level One complaint, any documentation submitted at your Level One conference and a copy of your Level Two appeal notice.

7. Attach a copy of the Level Two response being appealed, if applicable.

Signature of complainant: _____ Date: _____

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.

EXHIBIT D

LEVEL FOUR APPEAL FOR COMPLAINT AGAINST A DISTRICT PEACE OFFICER

To appeal a Level Three decision, or the lack of a timely response after a Level Three conference, please fill out this form completely and submit it by handdelivery, electronic communication, including e-mail and fax, or by U.S. Mail to the Board of Trustees in care of the Superintendent within the time established in CKE(LOCAL).

1. Name of person making the complaint:

Address:

Telephone number: _____

E-mail address: _____

2. Complainant is a (*choose one*):

Student/parent

District employee

Community member

3. If you will be represented in presenting your appeal, please identify the person representing you, and his or her name and contact information.

4. Who held the Level Three conference? _____

Date of conference: _____ Date of written Level Three response: _____

5. Please explain specifically how you disagree with the outcome at Level Three.

6. Do you want the Board to hear this appeal in open session? Yes No

If so, the Board will consider your request; however, you may not have a legal right under the Texas Open Meetings Act to require a meeting in open session.

7. Attach a copy of your original Level One complaint, any documentation submitted at your Level One conference and a copy of your Level Two and Level Three appeal notices.

8. Attach a copy of the Level Two and Level Three responses being appealed, if applicable.

Signature of complainant: _____ Date: _____

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refileing is within the designated time for filing a complaint or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.