

This statement is a true and accurate account of what occurred and I understand that I could face criminal charges for knowingly making a false report. I understand that I will be informed of the results of this investigation and I am _____ am not _____ willing to testify in any internal and/or criminal hearing on this matter.

Signature of Complainant

Employee Acknowledgment

This complaint will be investigated as soon as possible. If you wish to provide information which may mitigate or explain your actions, you must do so within three working days after the date you receive a copy of this complaint notice. Once the investigation is complete, all of the information available will be considered. If the complaint is substantiated, you will be notified of any disciplinary action recommended by your supervisor.

Employee Signature Acknowledging Receipt