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## **Personnel Complaint Procedures**

Please review the information provided on the next two pages to guide you with the Personnel Complaint Procedures for personnel who are employed by the Northside ISD Police Department. If you have any further questions or require assistance, you can call (210) 397-5650 and a member of the Northside ISD Police Department can assist you further.

1. Complete the attached Employee Personnel Complaint form. You will need to provide a written statement of the events about which you wish to file a complaint. Please be as detailed as possible. If you need additional space, you may make a copy of the second page, request a second page from the Northside ISD Police Department or attach a separate piece of paper.
2. The second and any subsequent pages must be notarized. You may have the form notarized by a notary of your choice or a Northside ISD Police Department notary can provide this service. Please call before stopping by to ensure a notary is available.
3. The complaint form may be returned to the Northside ISD Police Department in person or by mail.
4. Once received by the Chief of Police, the complaint will be assigned to the appropriate individual for investigation. This individual will contact you within 10 business days. There may be a need for additional information, clarification of points in your statement, or other need based on the individual circumstances of your complaint.
5. Once the investigation is completed, it is submitted to the Chief of Police for review.
6. You will be informed of the disposition by the office of the Chief of Police.
7. If you have any questions during the process, please call the individual assigned to the complaint or the office of the Chief of Police.

Complaints should be submitted in person or by mail to:

**Chief of Police**  
Northside ISD Police Department  
5619 Grissom Road  
San Antonio, Texas 78238  
210-397-5650

For additional information, questions, or assistance with completing the complaint form call 210-397-5650.

The following information relates to the filing of complaints with the Northside ISD Police Department. It is provided as information only.

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## **TEXAS PENAL CODE**

**Sec. 37.02 Perjury.** (a) A person commits an offense, if with intent to deceive and with knowledge of the statement's meaning:

- (1) he makes a false statement under oath or swears to the truth of a false statement previously made and the statement is required or authorized by law to be made under oath; or
  - (2) he makes a false sworn declaration under Chapter 132, Civil Practice and Remedies Code.
- (b) An offense under this section is a Class A misdemeanor.

**Sec. 37.03. Aggravated Perjury.** (a) A person commits an offense if he commits perjury as defined in Section 37.02 and the false statement:

- (1) is made during or in connection with an official proceeding; and (2) is material.
- (b) An offense under this section is a felony of the third degree.



**Dr. Jo Ann Fey**  
Deputy Superintendent

**NORTHSIDE INDEPENDENT SCHOOL DISTRICT  
POLICE DEPARTMENT**

5619 Grissom Road  
San Antonio, Texas 78238  
Tel: (210) 397-5650 • Fax: (210) 706-7610  
www.nisd.net

**John M. Craft, Ed.D.**  
Superintendent



**Charles A. Carnes**  
Chief of Police

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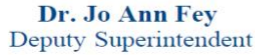
## **TEXAS GOVERNMENT CODE**

### **Complaint Against Law Enforcement Officer Or Firefighter**

**Sec. 614.022.** Complaint to be in Writing and Signed by Complainant. To be considered by the head of a state agency or by the head of a fire or police department, the complaint must be: (1) in writing, and (2) signed by the person making the complaint. **Sec. 614.023.** Copy of Complaint to be Given to Officer or Employee.

- (a) A copy of a signed complaint against a law enforcement officer, fire fighter, or police officer shall be given to the officer or employee within a reasonable time after the complaint is filed.
- (b) Disciplinary action may not be taken against the officer or employee unless a copy of the signed complaint is given to the officer or employee.

Acts 1993, 73<sup>rd</sup> Leg., ch/263. Sec.1, eff. 9-1-93



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Tel: (210) 397-5650 • Fax: (210) 706-7610  
[www.nisd.net](http://www.nisd.net)

The logo of the Northside ISD Police is a shield-shaped emblem. It features a dark blue background with a gold border. At the top, the words "NORTHSIDE" and "ISD" are written in a gold, serif font. In the center is a circular seal of the State of Texas, which includes a five-pointed star and the words "THE STATE OF TEXAS". At the bottom, the word "POLICE" is written in a gold, serif font.

**Charles A. Carnes**  
Chief of Police

My name is \_\_\_\_\_. I am of sound mind, 18 years of age or older,  
and competent to give this affidavit.



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**Charles A. Carnes**  
Chief of Police

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## Notary