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PUBLIC CORRUPTION OFFICIAL SWORN COMPLAINT SUBMISSION INSTRUCTIONS

These are the instructions for submitting an official sworn complaint alleging criminal misconduct by a public official or employee.

As a threshold matter, please note that the District Attorney's Office is not primarily an investigative agency. As prosecutors, we ordinarily only provide assistance and advice to local law enforcement agencies.

In a small number of cases, however, the best interests of criminal justice dictate that we assume a primary investigative role. Public corruption cases are one category of such cases.

To effectively evaluate your complaint, we must know what you know. To that end, we require that you submit a written and sworn complaint that details all available evidence of misconduct within your knowledge.

To assist you in organizing your complaint, please find enclosed the Public Corruption Division Checklist ("PCD Checklist"). Your complaint must include **all** of the information described in the PCD Checklist or an explanation why you are unable to provide that category of information.

Once completed, your complaint must be delivered to the Public Corruption Division along with a supporting affidavit and copies of any and all supporting information and documentation in your possession. Flash drives and other electronic media may be used to submit large amounts of information. **If submitting your affidavit via email, please ensure that all supporting electronic media is delivered. Your submission will not be reviewed until all information is received.**

You have 30 days from receipt of this packet to submit your complaint to the Public Corruption Division. Until then, your allegation of misconduct will be on "hold" status in this Office. If you do not meet this deadline, this Office will administratively close your case.

If you have any questions, you can contact the Public Corruption Division at (713) 274-5911.

**PUBLIC CORRUPTION DIVISION CHECKLIST FOR
SUBMITTING A SWORN COMPLAINT OF CRIMINAL MISCONDUCT**

Please provide the information requested below so that our staff can assess your case for possible violations of the criminal laws of the State of Texas.

DO NOT send us your original and/or only copy of any document to this office. Instead, send photocopies and keep the originals in your files.

Please provide the following information, preferably typewritten, organized in the following **exact order and labeled by number and heading**:

1. Complete name of the party or agency complained of, along with any available identifying information (*e.g.*, social security number, driver license number, date of birth, physical description, last known address and telephone number).
2. Complaining party's complete name, address and telephone number, as well as social security number, and date of birth. If the complainant is an agency, provide its complete name in addition to the above information on the individual owner(s).
3. If different from the complaining party, include complete name, address, and telephone number of the person making the report.
4. Type of offense(s) (*e.g.*, theft, forgery, tampering, election violation).
5. Date(s) of the offense(s), or beginning and ending dates if a lengthy period of time.
6. Location where the offense(s) took place.
7. Brief summary statement of offense(s) in six lines or less.
8. The details of the offense(s) in the order in which they occurred.

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| <ul style="list-style-type: none">• In describing the offense, answer the questions: Who? What? Where? When? How? Why?• Be brief (preferably four pages or less) but complete. Include names and dates as well as references to documents provided. |
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9. A list or index of documents submitted.
10. Copies (not originals) of relevant documents corroborating the allegations, such as reports, or bank records or transcripts. When copying checks, remember to copy the back of the check.
11. Copies (not originals or negatives) of photographs, if any.
12. A list of all witnesses, including current addresses and telephone numbers.

13. Copies of any witness statements.
14. Names of any other agencies to which you reported this matter, along with the name and telephone number of the person you dealt with and what action was taken.
15. Have you complained to the suspect person(s) or agency? If so, who did you contact and what was their response. Is there any record of that meeting? If so, please provide copies of all communications between you and/or your representatives and the suspect(s) or agency.
16. Is there a civil lawsuit pending? If so, furnish the cause number and court where the case is pending and the attorneys' names.
17. Complete and return the notarized certification form attached.

As you can see, requesting criminal prosecution is a serious and time-consuming matter which will require your full cooperation and a large measure of patience. Understand at the outset that, if a full investigation is undertaken by this office, it is likely to be a slow, tedious process. If an indictment is then obtained, you can expect many additional months of waiting before the case is resolved by plea or trial. These comments are not meant to discourage you, but to prepare you for what is ahead. We will need your patient cooperation.

Physical or postal delivery of your original affidavit, completed PCD Checklist, and all supporting documentation and electronic media to the address above is **strongly preferred** due to the limitations on email attachments. However, you may submit your materials via email to PIinformation@dao.hctx.net. If you choose to submit your completed packet via email, please keep in mind that it is your responsibility to ensure that all supporting documents are delivered.

As soon as your report has been reviewed, we will notify you as to what action may be taken on your case.

PUBLIC CORRUPTION DIVISION
(713) 274-5911

STATE OF TEXAS
COUNTY OF HARRIS

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AFFIDAVIT

My name is _____. I am over eighteen years of age, of sound mind and capable of making this affidavit.

Incorporated by attachment to this affidavit is a complaint that I have personally submitted to the Harris County District Attorney's Public Corruption Division (hereinafter referred to as "the attached PCD Complaint").

To the extent that the attached PCD Complaint is based upon recitations of fact within my personal knowledge, I certify that such recitations are true and correct.

To the extent that the attached PCD Complaint is based upon recitations of fact that are not within my personal knowledge, I certify that such non-personal knowledge recitations of fact are true and correct to the best of my knowledge and belief.

I certify that I am submitting the attached PCD Complaint for the sole purpose of requesting that the District Attorney institute a criminal investigation into what I believe to be past or ongoing violations of Texas criminal law allegedly committed in Harris County, Texas.

I further and specifically certify that I am **not** submitting the attached PCD Complaint for the purpose of gaining a civil, political or financial advantage elsewhere.

I authorize the Harris County District Attorney and her staff to use any information contained in the attached PCD Complaint (and any information provided by myself during the course of the District Attorney's investigation) for any purpose and in any manner deemed necessary and proper by the District Attorney and her staff.

I understand that making a false statement in this affidavit or the attached PCD Complaint may subject me to the charge of aggravated perjury to the extent that the false statement is being made in connection with an official proceeding and could affect the course or outcome of the official proceeding.

Signature of Complaining Party

SWORN TO AND SUBSCRIBED before me on this the ____ day of _____, 20__.

NOTARY PUBLIC,
in and for Harris County, Texas