

**Texas Department of Criminal Justice
EMPLOYEE OFFENSE AND PREHEARING INVESTIGATION REPORT**

Purpose: This form is used to record alleged violations of rules or regulations by employees. It also serves as a prehearing investigation report. If additional space is needed for any portion of this report, a continuation sheet may be attached.

I. To be completed by the Charging Official:

Employee Name: _____ **SSN:** _____
Last First MI

Payroll Job Title: _____ **Date of Incident:** _____
(mm/dd/yyyy)

Description of employee's specific conduct. Do not reference rule number or describe the rule:

The employee's conduct may be a violation of rule number: _____

Charging Official Name and Title (Print)	Signature	Date
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II. Employee's Statement: The prehearing investigator shall obtain an employee's statement even when a Use of Force Fact Finding Inquiry, Risk Management Incident Review Board, or Office of the Inspector General investigation has been conducted.

Employee's Signature: _____ **Date:** _____

Note to Employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

III. Witnesses: See attached.

IV. Prehearing Investigator's Review and Recommendation:

Employee Hearing: Yes No **If yes, alleged rule violation number(s):** _____

Comments: _____

Investigator's Name and Title **Signature** **Date**
(Print)

V. Reprimanding Authority's Action:

- Proceed to employee hearing. Alleged rule violation number: _____
- No employee hearing and no action taken.
- No employee hearing and other action taken, such as dispute resolution or training. Attach explanation of action taken.

Reprimanding Authority's Name and Title **Signature** **Date**
(Print)