

CITIZEN COMPLAINT FORM

Employee taking complaint _____ Date _____

Complainant name _____

Complainant phone _____

Complainant email or mail address _____

Complaint: _____

Resolution desired by complainant _____

Investigator assigned _____ Date _____

Findings _____

If the complaint is substantiated, attach a report citing applicable policy and procedures and a description of action taken. Forward report, attached to this complaint, for the Superintendent's review and signature.

Investigator recommendations _____

Resolution / notes on response to complainant _____

Superintendent Signature _____ Date _____