



HOW TO MAKE A COMPLAINT

1. If you wish to file a complaint about the actions of a Town employee, please:
 - a. Come to the Town Office and request a complaint form; or
 - b. Call the Town Office and request a complaint form be mailed to you; or
 - c. Write your complaint in detail, with suggested resolutions and mail or hand deliver it to the Town Office.
2. If you need assistance in providing this information, an employee may assist you in filing the complaint.
3. Your complaint will be investigated once received. You may be contacted to provide additional information regarding your complaint.
4. If the investigation of your complaint is going to take a considerable amount of time, you will receive a letter telling you approximately what you may expect a reply.
5. When your complaint has been investigated, the Town Manager will review all the information and send a letter explaining the results.



WRITTEN REPORT OF COMPLAINT AGAINST TOWN PERSONNEL

Name of Complainant: _____

Address and Phone Number Where You Can be Contacted:

Home: _____

Business: _____

Date and Time of Incident: _____

Location of Incident: _____

Name(s) of Employees Against Whom the Complaint is Being Filed Against:

Name: _____

Name: _____

Name(s), Address(s), Telephone Number(s) or Other Identifying Information Concerning

Witnesses(s):

Written Complaint:



Written Complaint (cont.):

Suggested Resolution:

If further space is needed, use the reverse side of this sheet

I understand that this statement of complaint will be submitted for review. I sincerely and truly, declare and affirm, that the facts contained herein are complete, accurate and true to the best of my knowledge and belief. I declare and affirm that my statement has been made by me voluntarily without persuasion, coercion or promise of any kind.

By filing and signing this complaint, I hereby agree to cooperate with the investigator and appear before any hearing, if requested by the employee, and to testify under oath concerning all matters relevant to this complaint. Furthermore, I understand if I fail to cooperate with the investigation, that alone could be basis for the complaint to be unfounded.

Signature of Complainant

Date

Signature of Person Receiving Complaint

Date & Time Received