

**Public Concerns and Complaints**  
(Citizen Complaint Against Employee)

Date of filing \_\_\_\_\_

Citizen filing complaint:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Person against whom complaint is made:

Position \_\_\_\_\_

Location \_\_\_\_\_

Nature of the complaint (include a detailed description of the grounds for the complaint, with all names, dates, places and names of witnesses necessary for a complete understanding of the complaint):

\_\_\_\_\_

\_\_\_\_\_

(attach an additional sheet to describe the complaint if necessary)

With whom has the complaint, as stated, been discussed?

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

I understand that the district may request further information about the complaint. The employee will be furnished a copy of all information submitted by the complainant.

I also understand that a copy of this complaint will be given by the district to the person against whom the complaint is being filed, that person will be given an opportunity to respond in writing to the complaint, and that I will receive a copy of the written response.

I also understand that if there is a conference committee meeting regarding this complaint, such a hearing will be privately conducted with the press and public excluded, and that I will be informed of the time, date and place of such a hearing.

I certify to the best of my knowledge that the forgoing is a true and correct statement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Adopted: December, 2005