



CITY OF IONE

COMPLAINT BY MEMBERS OF THE PUBLIC

Please Type or Print:

COMPLAINANT NAME - LAST, FIRST, MIDDLE			DATE
ADDRESS	CITY	ZIP CODE	STATE
DAYTIME TELEPHONE - BEST TIME TO CALL		HOME TELEPHONE NUMBER - BEST TIME TO CALL	

DETAILS OF COMPLAINT

My complaint involves: _____
Employee Name, Vehicle Number, or Department

Date of Occurrence: _____ Time of Occurrence: _____ "a.m." "p.m."

Location of Occurrence: _____

Description of Occurrence: _____

You have the right to make a complaint against an employee for any improper conduct. The City may find after investigation that there is not enough evidence to warrant action on the complaint; even if that is the case you have the right to make complaint and have it investigated if you believe an employee behaved improperly. The City will investigate the complaint and provide you with the outcome of the investigation by indicating if the complaint is substantiated or not substantiated. The City will not provide you with information regarding any disciplinary action, if discipline is warranted.

You can file a complaint by completing this form or sending a letter to the City or City Council with the necessary information to initiate an investigation. You can also provide information to the City Manager or the employee's department head regarding their conduct. If the complaint involves the City Manager, then you can contact a City Council member or the Mayor to discuss your complaint. The public also has the ability to make their comments during the Public Comment period at a City Council meeting. However, neither the City Council nor City Manager will discuss personnel issues at a City Council meeting during Public Comment or as an agenda item due to confidentiality requirements involving personnel issues.

This form is not to be used for any law enforcement personnel. Please use the Ione Police Department, Complaint by Members of the Public form, to file a Citizen's Complaint.

FOR OFFICIAL USE ONLY

Received by:	Date:	Forwarded to:	Date:
Date Initial Response Sent to Complainant:		Date Complainant Notified of Investigation Outcome:	