



# Citizen Complaint Form (Employee)

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Updated **MAY 2023**

## NOTICE TO COMPLAINANT

Should any citizen desire to file a complaint against a City of Pooler employee, one must complete a complaint form. The complaint should state that the employee has violated a City, State, or Federal Law or acted improperly. All complaints are permanently documented. False complaints or misrepresentations may result in criminal charges or civil actions to be filed against the complainant.

Information submitted through this form becomes an open record and portions may be shared under the provisions of Georgia's Open Records Act (O.C.G.A. §§ 50-18-70 through 77). Anonymous complaints are acceptable; however, to assist in addressing your concern, it may be necessary for City staff to contact you for additional information and/or clarification. If you cannot be contacted, it may not be possible to address your concern.

Additional documents to be included as part of the complaint may be attached to this form. All parties filing a formal, written complaint are entitled to receive a copy of the original statement free of charge.

## OFFICE USE ONLY

Supervisor Receiving Complaint: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## Complainant Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Mailing Address

## Incident Information

\_\_\_\_\_  
Incident Date

\_\_\_\_\_  
Incident Time

\_\_\_\_\_  
Incident Location

\_\_\_\_\_  
Employee(s) Involved

\_\_\_\_\_  
Nature of Complaint

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date