



GARDINER FIRE & RESCUE DEPARTMENT PERSONNEL COMPLAINT FORM

If you wish to make a complaint about the actions of any public safety employee, or about any aspect of the public safety operations, please do the following:

- Come into the Department of Public Safety or City Manager's office and inform any employee that you wish to make a complaint; or
- Email this form to the Head of the Department or City Manager's office (information is listed on the City's Website at://www.gardinermaine.com/); or,
- Telephone 207-582-4535 and inform the person answering the telephone that you wish to make a complaint; or,
- Complete this form and mail/fax it to the Department of Public Safety, 6 Church Street, Gardiner, Maine 04345. Fax 207-582-1079.

A supervisory officer may assist you in completing a report of complaint against a City employee. This form asks you to identify yourself and to also provide specific details about your complaint.

Your complaint will then be investigated and you may be contacted and asked additional questions about your complaint.

If the investigation into this matter requires an extended amount of time, you will be notified with an approximate date of when you may expect a reply.

Once the necessary information is obtained and the complaint has been fully investigated, the Department Head of the particular department will review the investigative reports and respond to you with the results of that investigation.

