



DEPARTMENT OF PUBLIC SAFETY

PERSONNEL COMPLAINT FORM

How to make a complaint.

1. If you wish to make a complaint about the actions of a public safety employee, or about any aspect of the public safety operations, please do the following:
 - a) Come to the department and tell any employee that you wish to make a complaint; or
 - b) Call the department or City Manager's office and tell the person answering the phone that you want to make a complaint; or
 - c) Write your complaint and mail it to the Department of Public Safety.
2. 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 give specific details about your complaint.
3. Your complaint will then be investigated. You may be contacted and asked additional questions about your complaint.
4. If it is going to take an extended amount of time to investigate your complaint, you will receive a letter with an approximate date of when you may expect a reply.
5. After your complaint has been investigated, the Director of Public Safety will review the investigation and respond to you with the results of that investigation.

