



FORMAL COMPLAINT

The complainant is protected by the pledge of non-retaliation as long as the complaint has been made in good faith and belief: anyone making a false complaint could be subject to disciplinary action or legal recourse.

Complainant: _____

Title _____

Department _____

Persons Involved _____

Statement of Complaint (include specific dates and incidents) _____

Witnesses

Complainant's Suggestion for Resolution

Signature of complainant **Date**

Forward to your Department Head, the Human Resources Director, or County Administrator

Received by _____ Title _____ Date _____