



### **City Employee(s) Feedback Form**

The City of Tillamook has established policies and procedures to receive, investigate, and act upon comments, complaints, and feedback by the public regarding the behavior of City employees. The purpose is to promptly address citizen concerns while protecting employee rights and protecting the integrity and reputation of the City and its employees.

This form is designed to assist the City in documenting information necessary for a thorough investigation. You do not have to use this form to file a complaint, but you will be asked to provide this same information to assist us in promptly and fairly conducting this investigation.

If you know the name of the employee(s) whose behavior is the source of the complaint, your complaint will be directed to that employee's supervisor. If you do not know the employee(s) by name, but know their department, the complaint will be directed to that department head. If you do not know the employee(s)' department, the complaint will be forwarded to the Human Resources Department for investigation. Complaints regarding a member of the Tillamook Police Department must be directed to the Police Department Chief of Police for a supervisor to review.

#### **Affirmation**

At the end of this form, you will be asked to verify that the information provided is correct. The City of Tillamook will investigate anonymous complaints or complaints filed by a representative of the complainant. However, if the anonymous complaint cannot be verified by other evidence, or the representative refuses to identify the complainant, the employee's response will be considered conclusive.

#### **City's Responsibility**

The City will make every effort to respond to the complaint within 30 working days, whenever feasible. If resolution is not possible within 30 days, you will be notified of the estimated completion time.

Information given to the City during an internal investigation is not confidential. However, except as required by the Oregon Public Records Laws or the requirements of a thorough investigation, the City will only release information on a "need to know" basis. This includes informing the respondent employee of the nature of the allegations that have been brought. If you have questions about personal safety or personal privacy, you should discuss these questions with our Human Resources Department or your own attorney prior to providing the information.

### **Information About the Incident**

Date of Report:	
Date/Time of incident:	
Name of Personnel:	
Where Did This Occur?	

## Information about You

Name: (Last, First M.)	
Street or Mailing Address:	
Phone:	
Date of Birth:	

Description of Occurrence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Witness Information (if applicable)

Name: (Last, First M.)	
Street or Mailing Address:	
Phone:	

### Affirmation

Information given to the City during an internal investigation is not confidential. However, except as required by Oregon Public Records Laws, or the requirements of a thorough investigation, the City will only release information gathered during an internal investigation on a "need to know" basis. This includes informing the respondent employee of the nature of the allegations that have been brought. If you have questions about personal safety or personal privacy, you should discuss these questions with our Human Resources Department or your own attorney prior to providing the information. By checking "I affirm" you acknowledge that the information you have provided is correct.

I affirm
----------

Complainant's Signature: \_\_\_\_\_

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

Complaint Received by: \_\_\_\_\_

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