VILLAGE OF PERRY

46 North Main Street, Perry, NY 14530
Telephone: 585-237-2216/Fax: 585-237-5975

<u>CITIZEN COMPLAINT FORM</u>

Citizens have a right to register complaints regarding the conduct of Village employees. Citizens also have a right to a complaint about policies and procedures in the Village. This form exists to document citizen complaints and the response of the Village. It is hoped that this process will help to improve the services of the Village to all residents and property owners.

The Village of Perry adheres to a policy of investigating all allegations of misconduct or complaints regarding employees, policies or procedures of the Village. The goal of the Village is to ensure that objectivity, fairness, consistency and justice is assured by a thorough impartial investigation and/or review of your complaint.

Unless the complaint and allegation is of such magnitude that it requires additional time for review, all complaints will be resolved as soon as possible. During the course of the investigation the Village Mayor or his/her designee will notify you concerning the status of your complaint. The Mayor or his/her designee will notify you of the findings of the investigation and/or review of the Village. However, the Village cannot, by law, discuss any individual personnel action that may result from your complaint.

1. Your name _____
2. Your address_____
3. Your Daytime telephone number (   ) _____ - _____
4. Your Evening telephone number (   ) _____   - _____
5. This complaint is regarding …..

- A Village Employee?   ____ Yes   _____ No (If so, complete rest of form)
- A Village Policy or Procedure? ____ Yes   _____ No (If so, skip to question #10)

6. Date of Incident or complaint: _____
7. Time of Incident or complaint: _____ am/pm
8. Location of the incident or complaint:_____
9. Who else may have witnessed the incident or may have seen the incident?

   Name: _____
   May we contact them: _____Yes   _____ NO

   Name: _____
   May we contact them: _____Yes   _____ NO

   Name: _____
   May we contact them: _____Yes   _____ NO

CITIZEN'S COMPLAINT STATEMENT

Please Note: Complaints must be filed with the Village of Perry Clerk within thirty (30) days of the incident. If not, your complaint may be considered withdrawn and processed as an "inquiry" only.

Name _____ (Please print or type – Use Additional Sheets if necessary)

_____
_____
_____
_____
_____
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_____
_____

What do you feel would be an acceptable resolution to this complaint? Please be aware that the Village will consider this request, but cannot guarantee it will be implemented as the resolution.

_____
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_____
_____

I understand that I am making a formal complaint, that it will be investigated and that I will be contacted and interviewed. I agree to cooperate fully with the investigation. I hereby verify that, to the best of my knowledge, the statements herein are true.

_____   _____
Signature   **Date**