

CITIZEN COMPLAINT FORM

Not for emergency complaints

USE THIS FORM TO NOTIFY THE CITY OF BROOKLAND CODE ENFORCEMENT OF RECURRING PROBLEMS IN YOUR NEIGHBORHOOD. DO NOT USE THIS FORM TO REPORT AN EMERGENCY. IF YOU HAVE AN EMERGENCY CALL 9-1-1 IMMEDIATELY.

The more information you can give us, the greater our opportunity to successfully address your concerns. Please provide sufficient information to describe the situation, including a specific address or location, specific times when the problem is occurring or more likely to occur, how long the situation has been occurring, person(s) involved, if known, and, if the Police Department has been previously notified about the situation and the employee who was notified, if known. If the problem you report is the responsibility of another City department, the information you provide will be forwarded to them. Your name, phone number and e-mail address are not required to submit this form. However, it will enable us to communicate any action we take regarding your request for services and to contact you in the event that more information is required for us to effectively respond to your situation.

Please complete the following information so that the City can investigate your complaint. Please print clearly.

Date: _____
Name: _____
Address: _____
Phone Number: _____

If requested will you attend a City Council meeting to explain your complaint? Yes No

Nature of Complaint: (include the date, time, place, and facts of your complaint)

Explain how you feel the complaint should be resolved:

Would you like to opt out of making this complaint an open public record? Yes No (If you check Yes, it is very possible that the City will not take any action on your complaint.)

Should a citation be issued, you may be required to testify to the above complaint in a Court of Law. Do you agree to testify? Yes No (If you check No it is very possible that the City will not be able to take action on your complaint.)

(Print Name): _____

Date: _____

Signature

All complaints must be signed, dated AND returned to City Hall to be considered valid.