



GRIGGS COUNTY PUBLIC LIBRARY

We will help you find what you need

Complaint Form

Person filing this complaint: _____

Position: _____

Telephone: _____

Statement involves complaint against _____

Please describe in detail the events surrounding the complaint against the above-named person. Please include dates, time, locations, person(s) present, substance of the statements, and conversations, etc. Please be as factual as possible. If you must express an opinion, please make it clear that you are doing so (use multiple pages if necessary)

When you are finished, please re-read your statement in its entirety. Make any necessary changes and initial those changes. Then number and initial each sheet in the top left-hand corner. Sign and date below.

I affirm that the above statement is the truth to the best of my knowledge.

Signature
Person making statement

Date

Signature
Person receiving statement

Date