GENERAL COMPLAINT FORM

Your Name: ___________________________________________ Date: ____________________

Date of Alleged Incident(s): _______________________________________________________

Name of Person(s) you have a complaint against: ______________________________________

List any witnesses that were present: ________________________________________________

Where did the incident(s) occur?

______________________________________________________________

Please describe the circumstances, events, or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

I hereby authorize CCS to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

______________________________________________________________________________

Signature of Complainant ________________________________ Date: ____________________

Print Name

To be completed by CCS:

Received by: ________________________________ Date: ____________________