



Citizen Complaint Process

If you wish to make a complaint against an employee(s) of the City of Morgantown, you should complete and sign this Citizen Complaint Form. Forms should be turned in to the City Manager's Office. Once the city has received the signed Citizen Complaint Form, an investigation will be initiated.

The investigation of a complaint filed on the city's Citizen Complaint Form will be completed as soon as possible. However, much depends on the depth of the investigation and/or the availability of involved persons. You will be provided a contact person who will keep you apprised of the status of the investigation. Upon completion of the investigation, you will be provided with a disposition. This disposition will explain the result of the investigation. This complaint form will be kept on file in the city offices for one year after the decision and you can request a copy for your records.



THE CITY OF
MORGANTOWN
WEST VIRGINIA

Citizen Complaint Form

Date _____

Report # (Internal Use Only) _____

Complainant

First Name _____ Last Name: _____

Current Address _____ Apt. _____

City _____ Zip _____ Date of Birth _____

Phone _____ Email _____

Preferred Contact Method _____

Witness to Incident (if applicable)

First name _____ Last Name _____

Address _____ Phone _____

Statement of Complaint

Incident Date and Time _____ Incident Location _____

Name and department of accused employee(s), if known and incident description
(Attach additional pages if needed)

Do you have an opinion as to how this situation should be resolved?

ACKNOWLEDGEMENT: I acknowledge that I have read the information on the reverse side of this form and that the information and statement provided regarding my citizen complaint is true and accurate.

Complainant Signature

Date

Witness Signature

Date



THE CITY OF
MORGANTOWN
WEST VIRGINIA

For Internal Use Only

Employee Receiving Complaint _____ Date _____

Internal Investigation Referred to _____

Notification/Review Checklist

_____ Human Resources _____ Date Notified

_____ City Manager _____ Date Notified

_____ City Attorney _____ Date Notified

_____ Accused Employee(s) _____ Date Notified

_____ Other (*specify below*) _____ Date Notified

Disposition

_____ Unfounded _____ Not Sustained _____ Sustained _____ Exonerated

Disposition Narrative

City Manager's Signature

Date

Accused Employee(s) Signature

Date