



TOWN OF COLORADO CITY

P. O. Box 70 * Colorado City, Arizona 86021

Phone & TDD: 928-875-2646 * Fax: 928-875-2778

CITIZEN COMPLAINT/COMPLIMENT FORM

Name: _____ Today's Date: _____

Street Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Cell Phone Number: _____

Have you ever presented a complaint or related information to this office before? Yes No

If yes, When? _____

Please list all agencies you contacted regarding this complaint/compliment:

<u>Person/Agency</u>	<u>Address</u>	<u>Date of Contact</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

State the details of your complaint or compliment, including date and time. Include witnesses that may be contacted. Use additional sheet if necessary.

Form continued on reverse side.

Action Requested

Briefly describe the specific action you are suggesting:

The information presented in this complaint/compliment form is true and correct and complete to the best of my knowledge. Furthermore, I acknowledge that I have read and understand the information below.

Please sign and date this notice.

Signature: _____ Date: _____

The Town of Colorado City receives citizen complaints and compliments to ensure a fair review of concerns of the public about policy, procedures, ordinances, codes and similar issues. The complaint must be completely filled out, signed, dated and delivered to the Town Clerk's Office. Anonymous complaints are not accepted.

Your complaint/compliment cannot be amended and the Clerk's Office cannot receive additional information once it has been submitted. Complaints/Compliments are a public record, and upon request copies of this form and any attachments will be distributed to any interested person. We would like to know if a citizen has a compliment. It is against the law to make a complaint that you know to be false and if you knowingly make a false complaint you can be prosecuted on a misdemeanor charge.

The Town of Colorado City is an Equal Opportunity/Affirmative Action employer, which complies with title VII of the Civil Rights Act as Amended and all applicable State and Federal laws prohibiting discrimination. Therefore it is the policy of the Town of Colorado City to make employment decisions without regards to race, sex, color, religion, national origin or ancestry, age, marital status, or handicap, except where such qualifications are Bona-Fide Occupational Qualifications.

For Office Use Only	
Original Filed With: _____	Date/Time: _____
Date Copy to Town Manager: _____	Date Copy to Department: _____
Action Taken: _____	

Citizen Notified: _____	Date: _____