

Dear Citizen:

If you believe that an employee or volunteer has acted improperly in the performance of his/her duty, you should bring it first to the Department Head's attention and then to me, if you are not able to resolve the matter and still feel aggrieved.

If the complaint is against a Department Head, then bring it directly to my attention. If the complaint is against the Village Manager, then bring it directly to the Village President's attention for the Trustees' consideration.

Be sure to give all the information concerning the incident, including witnesses. Many details, which seem small at the time, may later prove to be of great value in our investigation.

Please be assured that we desire to provide the best possible service, and we appreciate when we are given the opportunity to clarify such matters.

Sincerely,

David Crawford
Village Manager

Contacts:

	Work #s
Rick Jones, Public Works Superintendent	878-6944
James L. Jutras, Water Quality Superintendent	878-6943
Lauren Morrisseau, MIS/Finance Director	878-6944
Susan McNamara-Hill, Clerk/Treasurer/Tax Collector	878-6951
Penny Pillsbury, Library Director	878-6955
Jeff Arango, Development Director	878-6950
Chris Gaboriault, Fire Chief	878-6944
David Crawford, Village Manager	878-6944
Lawrence C. Yandow, Jr., Village President	878-5529

**VILLAGE OF ESSEX JUNCTION
MANAGER'S OFFICE
2 Lincoln Street
Essex Junction, Vermont 05452
(802) 878-6944**

COMPLAINT FORM

Complainant's last name	First	Middle Initial
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Street	Town	State	Zip	Phone
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Place of Employment	Business Address/Phone
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Witness' last name	First	Middle Initial
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Street	Town	State	Zip	Phone
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Location of Incident(s)	Date and time of occurrence
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Name of Employee(s) or Volunteer(s)

If unknown, provide description(s):

Details of complaint (to be completed by complainant)

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I, _____, do hereby affirm that the foregoing information provided by me is true and complete to the best of my knowledge and belief.

I understand that any false, misleading or untrue statements, accusations or allegations, herein made by me, either orally or in writing, to any person(s) investigating this complaint may subject me to civil and/or criminal prosecution.

I realize that it may become necessary, during the investigation of this complaint, for me to meet with a representative(s) of the Village of Essex Junction to discuss this complaint, either in the presence or absence of the accused employee or volunteer.

I hereby accept the premise that, if any action is initiated through a court or administrative hearing, as a result of my complaint, my testimony before these hearings may be required. I hereby agree to make myself available to the aforementioned court or administrative hearing when requested to do so.

Signature of Complainant

Date