

General Complaint Form

File# _____
Record # ICR _____

Note: To the person making the complaint: This form should be completed, dated and signed by the person making the complaint of a minor or a serious breach.

Details of the Person Making the Complaint:

Name: _____

Address: _____

Contact Phone Number:
(home) _____ (Mobile) _____

Email Address: _____

Complaint:

Name of the Manager / Department the complaint is related to:

Date of the Incident: _____

Details of the Incident / Report: _____

Action: _____

Signature of Complainant: _____

Receiving Officer Name (print): _____