



## PERSONNEL COMPLAINT FORM

The City of Atascadero strives to deliver exceptional service to the public. Our employees are our most valuable resource. Feedback from community members regarding the service we provide is an important measuring tool to monitor our performance as an organization.

Any person desiring to report an issue regarding a City employee may do so by completing the form below and submitting it to the attention of the Human Resources Manager, 6500 Palma Ave, Atascadero CA 93422.

### CITIZEN INFORMATION

Your Full Name				
Address		City	State	Zip
Home Phone	Cell Phone	Email		

### INCIDENT INFORMATION

Date of Incident	Time of Incident
Location of Incident	

### CITY EMPLOYEE(S) INVOLVED

Employee Name	Employee Name
Employee Name	Employee Name

### DESCRIPTION OF ISSUE OR INCIDENT

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Please attach additional sheets if necessary