

For Official Use Only (must be completed and attached to each complaint form)

Complaint Received By:

Complaint Received On:

Complaint Assigned To:

Complainant initially contacted _____
(within 24 hours) **Date & Time**

Complainant advised of assigned investigator
(within 3 days)

Investigation Completed On:

_____ **Date & Time**

Investigation Completed By:

(See attached documents for disposition)