Borough of Carlisle

53 West South Street
Carlisle, PA 17013
717-249-4422

Complaint Form

This form should be completed for the filing of a complaint against any non-uniform employee of the Borough of Carlisle. Individuals are encouraged to complete the form and submit it directly to the Borough Manager's Office at: sarmstrong@carlislepa.org and the Human Resource Department at: aberrier@carlislepa.org.

If a complaint is received via telephone, a Borough employee may complete this form on behalf of the complainant. A supervisor is to complete the form in case of an anonymous telephone complaint.

COMPLAINANT INFORMATION

Name:	Phone #:
Address:	
Other location complaint can be reached:	

WITNESSES

Name:	Name:
Address:	Address:
Phone #:	Phone #:

Date of Complaint:	Type of Complaint:
Date of Time of Incident:	
Location of Incident:	
Employee(s) Involved:	
Description of Incident or Conduct Prompting Complaint:	
I, _____ do hereby affirm that the forgoing information provided by me is true and complete to the best of my knowledge and belief.	

Signature of Complainant: _____ Date:_____

Complaint Received By: _____ Date:_____