

**VILLAGE OF CASSVILLE
COMPLAINT FORM**

NOTE: For this form to be processed, all applicable fields are required to be completed. Exception would be for the Email Address field. Complaints submitted using “Anonymous” for the Name and Address portion will not be processed.

PLEASE ALSO NOTE: A complainant’s name and identification information on a complaint form may be released in response to an open records request for complaint(s).

RETURN FORM TO:

Village of Cassville
Attn: Clerk-Treasurer
100 W Amelia St
PO Box 171
Cassville, WI 53806
Phone: (608) 725-5180

Fax: (608) 725-2192

Email: clerk-treasurer@cassvillevlgwi.gov

Date: _____

Name and Address of Complainant(s):

Primary Phone:

Email Address: _____

Reported Address/Location of Violation(s): _____

Date of Incident (if applicable): _____ Time of Incident (if applicable): _____

Details of Complaint: _____

Signature of Complainant: _____

Date: _____

FOR OFFICE USE ONLY:

Received by: _____ Date: _____

Date presented to Personnel Committee (if applicable): _____

Date Presented to Board: _____

Date Action Taken (if applicable): _____

Action Taken: _____

Board Member Signatures:

_____	_____
_____	_____
_____	_____

Date Signed: _____

THE MUNICIPAL CODE OF THE VILLAGE OF CASSVILLE

CHAPTER 2 - OFFICIALS

2.14 FILING A COMPLAINT AGAINST VILLAGE OFFICIAL OR VILLAGE EMPLOYEE

Should any citizen desire to file a complaint against a Village of Cassville official or employee, the complaint must be submitted in writing and filed with the Village Clerk.

The complaint should state that the official or employee has violated any Village, State, or Federal Law or acted improperly. The complaint, together with any substantial evidence, must then be presented to the Village Clerk's office. The Village President or his or her designee will conduct a full investigation and act in accordance with the Personnel Manual, and take whatever action is appropriate and permitted under the Village, State, or Federal Laws. The Village President or his or her designee MAY submit a written report to the Village Board and inform the person filing the complaint of the results of the investigations and any action taken.

Any statement of complaint against an official or employee must contain the following information:

1. Name, address, and phone number of the complainant.
2. Time and date of incident.
3. Location of incident.
4. Name of official or employee
5. Precise and legible narrative of the incident.
6. Attached should be any evidence, photos, documents, etc.
7. Name, address, and phone number of any witness.
8. A copy of the complaint should be retained by the complainant for his or her records.

If the complainant fails to provide any of the above information, the complaint will be unsubstantiated, and no investigation will be conducted. The complainant should also contact any and all witnesses and make arrangements for them to give the investigator(s) a signed and notarized written statement.