

CITY OF WATKINS CITIZEN COMPLAINT POLICY

When a citizen has a complaint about anything, they shall come to City Hall and file a signed complaint in writing, on a form to be provided by the City (example included). This form will then be forwarded to the proper department for determination what, if any, action shall be taken. Upon the completion of any said action, the complainant will be notified of action taken.

Persons refusing to file a signed complaint will have their complaint heard, but no action may be taken.

This Policy approved and enacted on the 14th day of April, 2005