

Village of Rockford

Complaint / Concern Form

The Village of Rockford encourages you to contact the Village Office if you have a complaint or concern, or experience a problem.

We ask that you complete this form within five working days after the incident, problem, or concern first occurred.

Please return to the Village Administrator as soon as possible.

YOUR NAME _____ DATE _____

STATUS: VILLAGE EMPLOYEE OR OTHER _____

PHONE NUMBER WHERE YOU CAN BE REACHED _____

COMPLAINT / CONCERN INFORMATION

DATE OF INCIDENT _____ TIME _____

LOCATION OF INCIDENT _____

PLEASE DESCRIBE THE SPECIFIC INCIDENT OR PROBLEM:

ARE THERE OTHERS WHO HAVE WITNESSED THE INCIDENT OR PROBLEM OR WHO HAVE A SIMILAR CONCERN? IF SO, PLEASE PROVIDE THEIR NAME(S) AND PHONE NUMBERS.

DO YOU HAVE ANY SUGGESTIONS FOR PROPOSED ACTION TO ADDRESS OR RESOLVE THE INCIDENT OR PROBLEM?

DO YOU HAVE ANY ADDITIONAL INFORMATION OR COMMENTS?