


<b>Employee Conduct and Ethics Complaint Form</b>		<b>Date:</b>
	<b>Complaint Form</b>	
	<b>Location of Incident:</b>	
	<b>Date / Time of Occurrence:</b>	<b>Page: 1</b>

**Please complete this Complaint Form and return by email to: [citymanager@naplesgov.com](mailto:citymanager@naplesgov.com)**

**By regular mail or in person to:**

City of Naples  
Office of the City Manager  
735 8th Street South, 2nd Floor  
Naples, FL 34102

**Complainant Information**

<b>Name:</b>	
<b>E-mail Address:</b>	
<b>Mailing Address:</b>	
<b>City, State, Zip:</b>	
<b>Day Phone:</b>	
<b>Evening Phone:</b>	
<b>Date Submitted:</b>	

**Employees and Witnesses Involved**

Name(s) of employee(s), witness(es), and other parties involved. Please include addresses and telephone numbers, if known.


## **COMPLAINT FORM (continued)**

### **Details of Alleged Violation(s)**

Please describe your concern, including date, time, location, and case or citation number, if appropriate. (Use additional sheets of paper if necessary and attach to this form.)


**Signature of Complainant:** \_\_\_\_\_

It is against the law to file a false complaint and you may be criminally prosecuted and held civilly liable if you knowingly file a false complaint.

### **Citizen Complaint Procedures**

All citizens have the right to file a formal complaint against an employee of the City of Naples. Complaints shall be filed with the City of Naples City Manager, by email at [citymanger@naplesgov.com](mailto:citymanger@naplesgov.com), regular mail or in person at City of Naples, City Hall, Office of the City Manager, 735 8th Street S, 2nd Floor, Naples, FL 34102. Once a Citizen Complaint Form is completed, the complaint will be reviewed by the City Manager or designee. Upon final disposition complainant(s) will be notified of the result in writing.

Please call (239) 213-1030 with any questions.

#### **Internal Use Only (To be completed by employee receiving complaint):**

**Date / Time Received:** \_\_\_\_\_

**How Received:**    Email ☐   In Person ☐   Mail ☐

**Receiving Employee (print)** \_\_\_\_\_