

How to Write a Complaint

Step 1: Considering a Complaint

We know that making the decision to file a complaint or report may not have been easy. It is normal to feel nervous or anxious about submitting a complaint or report and this is especially true if you are coming forward about someone you know or when you have experienced direct harm. Below are some things to keep in mind when thinking about submitting a complaint or report.

Remember that there are [a number of ways to file a complaint](#) (when) [you are ready to file a complaint](#)

help you to include specific times, dates, and details, and attach that supporting information to your submission.

In general, it is best for someone else involved in investigating your submission to collect statements directly from other witnesses. Please do not do this yourself. If you have concerns about who may be contacted or how that will happen, discuss your concerns with the contact person who reaches out to you about your submission. Speaking to other witnesses has the potential to cTj-@pes t

Your submission must include enough specific information to show that the policy has been violated. This threshold must be met for the report to be referred to one of the intake units to be investigated.

obtained if not from yourself.

Documentation should show the date/timestamp and not be altered any way prior to submission. Describe how the listed documentation relates to the submission. Retain the originals until the matter is resolved or you are directed otherwise.

Please know that you do not have to comment on the emotional, psychological, and other impacts that the incident may have had