



City of Lawton Complaint Form

Please complete the following information and submit by mail or in-person to the City Manager’s Office, 212 SW Ninth Street, Lawton, Oklahoma, 73501, or via email to publicaffairs@lawtonok.gov. Upon receiving your complaint, City staff will investigate the matter and follow up with you.

PLEASE PRINT CLEARLY

Your Name: _____

Your Address: _____

Your Phone Number: _____ Your Email: _____

Have you contacted your elected representation about this matter? YES NO

Have you contacted other City leadership (staff) about this matter? YES NO

(If yes, please document details below.)

Please describe your complaint below. Please include, if applicable and if you are aware of, the following: NAME OF CITY EMPLOYEE(S), DEPARTMENT OF CITY EMPLOYEE(S), LOCATION OF INCIDENT(S), DATE(S) TIME(S) OF THE DAY WHEN INCIDENT(S) OCCURRED, VEHICLE OR BADGE NUMBERS.

PLEASE USE THE BACK OF THIS SHEET to continue description of incident if needed.

Do you attest that all information provided is as complete and accurate as possible? YES

Your Signature: _____

The City of Lawton is an equal opportunity employer that strives to provide efficient and effective services for citizens, while creating leadership and opportunity for Southwest Oklahoma. We deeply appreciate you bringing this concern to our attention. Further questions about this form or the reported matter can be relayed by phone to the City Manager's Office at 580.581.3301.

OFFICE USE ONLY – DATE CLOSED: _____

INITIALS OF CLOSER: _____

ENSURE RELEVANT DOCUMENTS, COMMUNICATIONS OR SUMMARY NOTES ON HOW MATTER WAS HANDLED ARE ATTACHED TO FILE