





701 N. Tool Dr.  
Tool, TX 75143

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www.tooltexas.org  
Contact@tooltexas.org

## Citizen Complaint Form

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Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*All complaints concerning Tool City Hall personnel are taken seriously and will be investigated thoroughly and impartially. Persons wishing to make a formal complaint against a city employee must submit this completed form. The form must be written legibly or typed. When completed, the form may be taken directly to the Tool City Hall or mailed to the address above.

The mere filing of this complaint does not substantiate the allegations. If an investigation determines the employee acted improperly, disciplinary action will be taken.