**DOC Offender Complaint Tracking Sheet:**

Date complaint received: Receiving PO / employee:

Forwarded to supervisor on: Forwarded to:

Complaint receiver signature / printed name:

Date supervisor received complaint: Date complaint copied to Offender File:

Date complaint copied to Admin Assistant: Complainant contacted:  Yes (see below.)  No

Contact details:

Date screening finished and investigation started: (Skip to next section.)

**Or:**

Sent to alternative supervisor on (if applicable): Sent to (if applicable):

Sending supervisor signature / printed name:

Date supervisor received complaint for investigation:

Tracking comments / notes / contacts: