

City of Meridian Employee Comment Process

The City of Meridian is committed to providing the highest level services to our citizens. We believe an obligation exists to our employees, the departments, and citizens to investigate allegations of misconduct, substandard performance or commendable action initiated by any of our employees.

The City of Meridian, via the Office of the Chief Administrative Officer, accepts complaints and commendations about any of its employees. The City will investigate all comments to the final disposition. A comment may be given to the City by any means including in person, by telephone, fax, e-mail or letter.

A **commendation** is defined as:

1. An expression of satisfaction for the actions of an employee in protecting life, property or safety.
2. An expression of gratitude for outstanding performance by an employee.

A **complaint** is defined as:

3. An allegation of circumstance(s) amounting to a specific act or omission which, if proven true, would amount to employee misconduct; or
4. An expression of dissatisfaction with a policy, procedure, practice, philosophy, service level, or legal standard of the agency.

***A disagreement over the validity of a traffic infraction or criminal citation is not a complaint.
Such disagreements should be directed to the proper court having jurisdiction in the matter.***

While the City will accept any comment, please be aware that anonymous comments can sometimes be difficult to investigate. An investigator may need additional information and the initiator may be the only source available. For this reason, please consider providing contact information when submitting your comment.

Each comment is taken very seriously and will be fairly and impartially investigated. It is impossible to put a time limit on any investigation, as the seriousness of the allegations varies. The Office of the Chief Administrative Officer can be reached anytime between 8:00 A.M. and 5:00 P.M., Monday through Friday at (601) 485-1929.

Thank you for calling our attention to this matter. Your comments are always welcome.

Mark McDonald, C.A.O.
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Meridian, MS Bus. 601-485-1929
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City of Meridian Employee Comment Form

__ Commendation __ Complaint

Details of Event

Date _____ Time _____ Your Name _____
Best Way to Respond to You _____ (e-mail, phone #, address, etc.)

Please list the name(s) of employee(s) involved, if known: _____ Please list the location of the event: _____

Please list any information that can assist in the identification of employee(s) involved:
(Race, sex, height, weight, hair color, specific features, speech, or any other information available.)

Please record the specific event below:

(Be as complete as possible and feel free to attach other documents/paperwork.)
