



## City of Overbrook Official Complaint Form

### Complainant Information

- Full Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

### Incident Details

- Date of Incident or Concern: \_\_\_\_\_
- Name(s) of City Official(s) Involved (if any): \_\_\_\_\_
- Location of Incident (if applicable): \_\_\_\_\_

### Description of Complaint

*Provide a detailed account of the issue, including relevant facts, actions taken, and any witnesses.*

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### Supporting Documentation

- ☐ Attached evidence (emails, photos, documents, etc.)  
☐ No supporting documentation available

### Submission Method

- ☐ Delivered in person to City Hall  
☐ Mailed to: City of Overbrook, 401 Maple St., P.O. Box 288, Overbrook, KS 66524  
☐ Faxed to: (785) 665-7236  
☐ Emailed to: Cityclerk@overbrookks.com

**Effective Date:** August 15, 2025

## Acknowledgment and Signature

I confirm that the information I've provided is accurate to the best of my knowledge. I understand that this complaint will be treated confidentially, and that any form of retaliation for submitting a complaint in good faith is strictly prohibited.

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

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

## Complaint Process Overview

### 1. Initial Review

- Upon receipt, the complaint will be logged by the **City Clerk** and forwarded to the **Mayor** for preliminary review.

### 2. Council Review

- If the complaint involves serious allegations or potential violations of law or ethics, the Mayor will present it to the **City Council** during executive session for further evaluation.

### 3. Outside Referral

- Complaints involving criminal conduct, conflicts of interest, or matters beyond city authority may be referred to:
  - Osage County Sheriff's Office
  - Kansas Attorney General's Office
  - Kansas Governmental Ethics Commission
  - Other appropriate agencies

### 4. Confidentiality and Retaliation

- All complaints will be handled with confidentiality to the extent permitted by law.
- Retaliation against individuals who file complaints in good faith is strictly prohibited and may result in disciplinary action.

### 5. Resolution and Notification

- The complainant will be notified in writing of the outcome once the review is complete.
- If corrective action is taken, it will be documented and retained in city records.