

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 13

SUBJECT: Anti-Harassment Policy & Complaint Procedure

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HARASSMENT REPORT

Name of Employee Marking the Allegation:

District/Section: Gang: Work Location:

Name of Immediate Supervisor:

Name of Person(s) Against Whom the Allegation is being made:

Give a clear and concise statement of the facts constituting each alleged charge and the dates, times and places when such act(s) allegedly occurred:

Name(s) of Witness(es):

(Signature of Person Filing Report)

(Date Report Filed)