



## Complaints Against the City Attorney

The mission of the City Attorney's Office is to provide high quality, cost-effective legal advice and representation to the City Council, the Mayor's Office, and various city departments, agencies, boards and commissions.

The City Attorney is expected to perform his/her duties with integrity, professionalism and effectiveness. He/she directs the legal services department and serves as advisor to the Mayor, City Council and staff on issues related to legal matters affecting the City of Beaverton. The City Attorney is held to a high standard and reports directly to the Beaverton City Council. The City Attorney has ultimate responsibility for the services and products of the following divisions:

- **Civil Division:** The Civil Division is responsible for drafting all contracts, ordinances, resolutions, and real estate transaction documents.
- **Criminal Division:** The Criminal Division is responsible for working closely with the Beaverton Police Department and prosecuting state and local misdemeanor and violation offenses occurring within the city.
- **Records Management:** The Records Management Division is responsible for maintaining the records of the city from the time they are created up to their eventual disposal.
- **Risk Management:** The Risk Management Division is responsible for claims for damage to or loss of city-owned property, the administration of liability claims asserted by third parties, and Workers' compensation claims.

If you wish to file a complaint against the City Attorney, please use this form to share your concerns.

### A. Instructions for Filing a Complaint:

- a. Complete the form by typing or printing all of the information requested. It is important to make sure that the information in the general allegations section is complete and accurate. Explain the circumstances that led to your complaint in the statement of facts section. Be as specific as possible. You may use additional sheets, if necessary.
- b. Make a copy of the complaint for your records.
- c. Send the original complaint to City of Beaverton, Attn: Human Resources/CA Complaint, PO Box 4755, Beaverton, OR 97076, **OR** you may scan and email your complaint to [HRmail@beavertonoregon.gov](mailto:HRmail@beavertonoregon.gov). Please call (503) 526-2200 if you have any questions about this process.

**B. Contact Information**

Date of Complaint: \_\_\_\_\_

Complainant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

May we contact you if we need additional information? (please circle)      Yes      No

If Yes, please list your preferred method of contact: \_\_\_\_\_

**C. If your complaint arises out of a legal proceeding, please answer these questions if applicable:**

Case name: \_\_\_\_\_ Case #: \_\_\_\_\_

What is your relationship to the case?

Plaintiff                                       Defendant                                       Involved party

Attorney for \_\_\_\_\_

Witness for \_\_\_\_\_

Other (specify) \_\_\_\_\_

If you were represented by an attorney in this matter, please identify the attorney:

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**D. Complaint**

1. General allegation(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Statement of facts to support your allegation(s): (Please use additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What do you hope to see change as a result of bringing your allegation(s) or concerns forward?

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Thank you for taking the time to share this information with us.

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**E. For city use only**

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

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