




CHC - Complaint/Concern Form


It is recommended that general concerns and complaints be filed at the lowest possible level. A formal complaint should be submitted when unable to satisfactorily resolve with faculty, staff, students, or others involved. Complete all fields so your concern may be directed to the proper college official.

Please allow 3 to 5 business days for a response.

Do NOT use this form to report a Safety Concern.

To report a Safety Concern please go to: [File \(Safety Hazard\) Report](http://www.sbccd.org/Human_Resources-Jobs/employee-labor-relations/safetyrisk/Forms/Hazard_Reporting) 
(http://www.sbccd.org/Human_Resources-Jobs/employee-labor-relations/safetyrisk/Forms/Hazard_Reporting)

Your information

Enable additional features by logging in.  (https://cm.maxient.com/reportingform.php?SanBernardinoCCD&layout_id=7&promptforauth=true)

Full Name (Required):

Phone Number (Required):

CHC Email Address (Required):

[i Learn more](#)

Nature of this report (Required):

[i Learn more](#)

Date of incident (Required):

Time of incident:

[i Learn more](#)

Where did it happen? (Required):

Specific Location (room #):

[i Learn more](#)

Please provide the names of persons involved in your report.

For multiple witnesses, click on "Add another party".

Person's Name

Is the person one of the following:

Add another party

Questions

Please respond to all questions as appropriate to your complaint. Be clear and concise when explaining the details of the issue.

Describe the complaint. Be objective and factual give specific details (Required)

What attempts have you made to resolve this complaint up to now? (Required)

To whom did you speak to; when, and what was the outcome? (Required)

What is the desired resolution you are seeking for this incident? (Required)

Supporting Documentation

Photos, video, email, and other supporting documents may be attached below. 5GB maximum total size.

Attachments require time to upload, so please be patient after submitting this form.

Choose files to upload	Choose Files
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Email me a copy of this report

Submit