



Putnam County Board of County Commissioners

Citizen's Issue Resolution Form

Citizen's Name	
Preferred Method of Contact (phone and/or email)	PHONE: (_____) ____ - _____ EMAIL: _____
Mailing Address	
Signature and Date	DATE:
Topic of Issue	
NATURE OF ISSUE: Below, please explain your issue being as specific as possible and sharing any relevant information that will help us respond to or resolve your issue. Once this completed issue form is received, it will be reviewed and you may be contacted for further information.	
SUGGESTED RESOLUTION: How do you suggest the issue be addressed or resolved?	





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CONTACTS/INTERACTIONS: Which departments/employees have you been in contact with for this issue?

OUTCOME: What was the outcome of the interaction with the departments/employees?

Thank you for taking the time to express your issue(s). All information provided regarding the issue is voluntary and optional. However, if you choose not to include all or any part of the information requested, we may be unable to fully review or respond to your issue. All issues are reviewed objectively with a goal of maintaining public confidence and governmental integrity.

OFFICE USE ONLY

ISSUE #: _____	RECEIVED BY:	DATE:
Citizen Acknowledgement (must be done within 3 working days of receipt of this form)		
TYPE OF COMMUNICATION: <input type="checkbox"/> PHONE <input type="checkbox"/> EMAIL	SENT BY:	DATE:
County Administrator Briefing (must be done within 20 working days of receipt of this form)		
	SENT BY:	DATE:
Administration Response to Citizen (must be done within 10 working days of the briefing with the County Administrator)		
TYPE OF COMMUNICATION: <input type="checkbox"/> PHONE <input type="checkbox"/> EMAIL	SENT BY:	DATE:
SUGGESTED RESOLUTION/ACTION TAKEN:		

