

**Sec. 12-2b-18. Form and filing. Content**

(a) Complaints shall be in writing with the original signed by the complainant or his attorney. The original complaint shall be filed with the Secretary of the Office of Policy and Management.

(b) A complaint shall contain the following information:

(i) The full name and address of the complainant, and the full name and address of the complainant's attorney, if any.

(ii) The full name of the company or the employee.

(iii) A specific reference to the section of the General Statutes or to the rules and regulations alleged to have been violated.

(iv) A plain and concise statement of the facts upon which the complaint is based, including the time, date and location of the violation.

(Effective October 4, 1985; Amended March 30, 1999)