



# **CITY OF UNALAKLEET**

## **Complaint Against Police Personnel**

P.O. Box 28  
Unalakleet, AK 99684  
Ph: (907) 624-3531  
Fax: (907) 624-3130  
E-mail: [admin@unk.gov](mailto:admin@unk.gov)

### **How to Make a Complaint**

1. If you wish to make a complaint about the actions of a police officer or about any aspect of police operations, please:
  - a. Come to the department and tell an employee that you want to make a complaint; or
  - b. Call the department or the City Administrator's office and tell the person answering the phone that you want to make a complaint; or
  - c. Write your complaint and submit to the Chief of Police or City Administrator.
2. The Chief of Police or City Administrator will assist you in filling out the complaint against police personnel form. This form asks you to identify yourself and give specific details about your complaint.
3. Your complaint will then be forwarded to the City Council and investigated. You may be contacted and asked additional questions about your complaint.
4. If it is going to take a long time to investigate your complaint, you will receive a letter telling you approximately when you may expect a reply.
5. When your complaint has been investigated, the Chief of Police, City Administrator or City Council designee will review the investigation and will write you a letter explaining what has been found out about the matter.

**UNALAKLEET POLICE DEPARTMENT**  
Report of Complaint Against Police Personnel

**CONFIDENTIAL**

Name of Complainant:			
Mailing Address:			
Phone Number:		E-mail Address:	

Date and Time of Incident:		Location:	
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Name of Officer:		Rank:	
Vehicle:		Other Identifiers:	

Statement of Allegation:

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## Statement

I understand that this statement of complaint will be submitted to the City of Unalakleet and Unalakleet Police Department and may be the basis for an investigation. Further, I sincerely and truly declare and affirm that the facts contained herein are complete, accurate, and true to the best of my knowledge and belief. Further, I declare and affirm that my statement has been made by me voluntarily without persuasion, coercion, or promise of any kind.

I understand that, under the regulations of the police department, the personnel against whom this complaint is filed may be entitled to request a hearing before a board of inquiry. By signing and filing this complaint, I hereby agree to appear before a board of inquiry, if one is requested by personnel, and to testify under oath concerning all matters relevant to this complaint.

Signature of Complainant:

Date:

☐ Check if Complainant Refused to Sign

Signature of Person Receiving Complaint:

Date & Time Received: