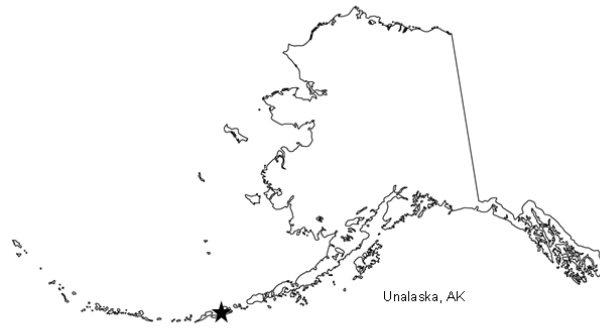


CITY OF UNALASKA
Department of Public Safety
29 Safety Way POB 370
Unalaska, Alaska 99685
TEL (907) 581-1233 FAX (907) 581-5024
Jennifer Shockley, Deputy Chief



How to Make a Complaint

The Unalaska Department of Public Safety (UDPS) is committed to providing professional, high-quality services to all members of the community. UDPS does not tolerate misconduct or wrongdoing on the part of its members. If you believe you have been subjected to, or witnessed, misconduct of any type, UDPS encourages you to report the incident. Citizens are encouraged to voice their concerns or dissatisfaction immediately to the on-duty supervisor, or by contacting a command staff member during normal business hours, Monday through Friday, by calling (907) 581-1233.

What to Expect:

- Complaints can be lodged in person, by mail, or by phone at any time. When specific misconduct is alleged, you will be requested to provide a signed statement outlining the alleged misconduct.
- Anonymous complaints are difficult to investigate, but will be followed up to the extent possible.
- Complaints will not normally be accepted more than thirty days after the alleged incident, with the following exceptions:
 - When the act complained of is a criminal violation in which case the criminal statute of limitations will prevail.
 - If you can show good cause for not making the complaint earlier.
- The initial complaint will be forwarded to the Deputy Police Chief who will review it and brief the Director of Public Safety. If the complaint is not immediately resolved, the Deputy Police Chief will assign the complaint to a supervisor to conduct a formal investigation.
- As part of the follow-up investigative activity, you will normally be contacted and interviewed by an investigating supervisor, and that interview will be recorded.
- Upon conclusion of the investigation (normally within 90 days) you will be given notice of the results. However, specific personnel actions cannot be released.
- If the results of the investigation sustain any acts of misconduct against an employee then the employee shall be given appropriate discipline.
- If a criminal complaint is alleged against an officer then UDPS will consult with the District Attorney's Office concerning a criminal investigation. This may be conducted in addition to the administrative internal investigation.

Please Note: A person who knowingly reports false information to the police is subject to criminal prosecution.

When making a complaint, the following information is very important when describing the event:

- The day, date, time, and location of the incident.
- The employee's name, badge number, and physical description.
- Witnesses' names, addresses, and phone numbers.
- Any other evidence you feel may be important, such as copies of traffic tickets, police reports, photographs, and medical records.