

City of Kwethluk
P.O. Box 50
Kwethluk, Alaska 99621
Phone: (907)757-6022 Fax: (9007)757-6497
cityclerk@cityofkwethluk.com

Complaint Form

Please complete the following information so that the City Manager can investigate your complaint, please print clearly.

Date: _____
Name: _____ Address: _____ City: _____
State: _____ Zip: _____ Phone Number: _____ Cell Phone: _____

If requested to appear before the City Council meeting, will you be able to explain your complaint?
No Yes

Nature of the Complaint: (include the date, time, place, name of offending personnel/council member, and details concerning the complaint.)

Explain how the complaint should be resolved: (Example: Leave without pay, in-house disciplinary action, depending on the severity of the complaint termination etc., etc.)

Would you like to have this complaint on the personnel/councilman records for future reference? Yes No
(If you check no, it will not bar the City Manager from investigating the complaint – it will not be added to records.)

Would you agree to testify in a Court of Law, depending on the severity of the complaint/case? Yes No
Or would you prefer to wait until the end of the investigation to make the determination to testify in a Court of Law? Yes No (Opting not to testify will not bar City Manager on acting on your behalf in a court of law, if you prefer to remain incognito it is allowable to do so, as long as the City Manager has been informed on a separate sheet of paper on your intentions.)

Print
Name: _____ Signature: _____ Date: _____

All complaints must be signed and dated to be considered valid.

City Office Space Use Only

Complaint Number: _____ Date received by City Manager: _____
Copies made to: _____ City Managers Signature: _____