



## SEWARD POLICE DEPARTMENT EMPLOYEE CONDUCT REPORTING



The trust, confidence, and support of the public are essential to effective law enforcement. It is, therefore, essential that the public have easy access to the administration of the law enforcement agency who serves them. This ease of access will facilitate both public understanding of Police practices and problems, as well as detect and remedy improper conduct by members of this Department.

This policy strives to establish fair and orderly procedures, under which citizens can bring to the attention of the Department, any incidents of improper conduct on the part of departmental personnel or complaints regarding services. This policy also ensures that:

- 1) complainants can expect appropriate redress when justified and
- 2) departmental personnel will be protected from unjustified criticism in the discharge of their duties.

ANY AND ALL COMPLAINTS WILL BE ACCEPTED AND INVESTIGATED FULLY AND IMPARTIALLY.

### **DIRECTIONS:**

Fill out the attached EMPLOYEE CONDUCT FORM detailing the nature of your complaint.

Mail the completed and signed form to:

Internal Affairs  
Seward Police Department  
P.O. Box 167  
Seward, AK 99664

Or hand deliver to the Seward Police Department on-duty supervisor at:

Seward Police Department / City Hall  
410 Adams Street  
Seward, AK 99964

The alleged misconduct will be thoroughly investigated by the Department's Internal Affairs Officer (usually the Deputy Chief of Police), or an outside agency if needed. This investigation report will be submitted to the Chief of Police for review and disposition. You will receive a written notification of the investigation and what action was taken, immediately after the Chief of Police completes the final disposition.



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### **ALTERNATIVE REPORTING METHODS:**

There are various organizations which will investigate misconduct complaints on the part of Police Officers:

Alaska State Troopers  
(907) 269-5511

Federal Bureau of Investigation  
(907) 276-4441

State of Alaska Office of Victim's Rights Advocates  
(907) 754-3460

If you feel that you cannot find relief through the Seward Police Department, please feel free to call on one of the above.



# SEWARD POLICE DEPARTMENT EMPLOYEE CONDUCT FORM



Full Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

**ADVISORY: Alaska Statute 11.56.500(a) makes it a criminal offense to knowingly give false information to a peace officer.**

### INCIDENT DETAILS:

DATE: \_\_\_\_\_

Location: \_\_\_\_\_

Officer(s) / Employee(s) Involved: \_\_\_\_\_

Witness Information:



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Describe the Incident (*Attach additional pages as needed*):



# SEWARD POLICE DEPARTMENT EMPLOYEE CONDUCT FORM



I swear or affirm that this statement is true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

-----  
*Departmental Use Only*

Date Received: \_\_\_\_\_

Investigated By: \_\_\_\_\_

Disposition: \_\_\_\_\_

\_\_\_\_\_  
Chief of Police Signature:

\_\_\_\_\_  
Date