

# Hualapai Tribe Complaint Form

## (The Hualapai Community at Large)

**PURPOSE:** The purpose of submitting a complaint to council is to resolve issues that affect the community at large i.e. policy, laws, etc., at the lowest level of management possible.

Issues that pertain to personnel, are required to follow the Hualapai Personnel Policy and Procedures Manual; as all decisions from the Hearing Officer are ***final*** and will not be overturned.

If you have other complaints please fill out the form, this also has steps to follow to try and resolve the issue. Some of the departments have committees that can look into some complaints.

A complaint will not be accepted, if it is on behalf of another individual. Any issues that are in Tribal Court, will not be accepted, until the matter has completed the entire process (to include appeals), with supporting Tribal Court Adjudication.

<b>Name</b>	<b>Type of Complaint</b>
<b>Date</b>	<b>Phone Number</b>
<b>Email Address</b>	<b>Address</b>

**Guidelines for Completing this Form:**

The Hualapai Tribe is committed to investigate all complaints and take appropriate action to resolve the issue. Please take time to read these guidelines:

1. Attempt to respectfully resolve your complaint directly with the individual/department. A written statement from the individual/department will be required to move the complaint to the next step.
2. Please complete the Hualapai Tribe Complaint Form to the best of your knowledge with true and factual statements.
3. Please attach any supporting documents and/or pictures.
4. Ensure you sign the complaint form. ***Anonymous complaints will not be accepted.***
5. Please return completed form by mail, fax, e-mail, or hand delivered to the following address:

Hualapai Tribal Administration  
 941 Hualapai Way  
 PO Box 179  
 Peach Springs, AZ 86434  
 Fax: (928) 769-2434  
 Email: [tribalcouncil@hualapai-nsn.gov](mailto:tribalcouncil@hualapai-nsn.gov)

6. Hualapai Tribal Administration will acknowledge receipt of your complaint and advise you of the steps taken to investigate the matter, in writing. Allow up to 10 business days for a written response.

Date/Time Received	
Complaint #:	
Received By:	
Referred to	
Response Sent Date/Time	

**Administration Use Only**

