

Unified Fire Authority Complaint Record Form

Submitting a Complaint

Unified Fire Authority considers all complaints important. Complaints are documented on the "Complaint Record Form" and forwarded to the UFA Professional Standards Division for review and follow-up action. All complaints are handled in an impartial manner in compliance with federal, state and local laws and departmental policy.

The Reporting Party information provides an opportunity for the organization to follow-up, to verify information or ask additional questions should the original submission lack enough specifics. Download the form to your computer and fill in the required fields. Once you have completed the form, please email using the link below (complaint@unifiedfire.org) — or print this form and either fax to our confidential, secure **FAX number (801-743-5399)** or mail it to:

Unified Fire Authority
Professional Standards Division
3380 South 900 West
Salt Lake City, UT 84119-4102

Please complete as much information as you can.

Incident Information

Date*

Time*

Location of Incident*

Incident/Event Type*

Medical/Fire Report Number (If applicable)

Employee Information (If known)

Last Name

First Name

Nature of Complaint *

Reporting Party Information

Last Name

First Name

Address

City

State

Zip

Email Address

Phone Number

Preferred Time to
Call

Comments/Statements*

Unified Fire Authority thanks you for your interest and for taking the time to complete this form.

*** Indicates mandatory field**

For internal use only:

Complaint number

Date received