

Sedro-Woolley Police Department Citizen Comment/Complaint Form

The Police Department, as an agency of city government, must be accountable for the official acts of all its members. To ensure and exercise this accountability, it is necessary to have a system of performance review. This review may be initiated by Department members, aggrieved citizens, or government officials. Its end product must be, at a minimum, assurance that any policies, procedures, or individual actions meet the test of fairness, equity, and justice; or be found to fall short of all these tests and be subject to prompt corrective action.

A relationship of trust and confidence between employees of the Department and the community they serve is essential to effective policing. Police officers must be free to exercise their best judgment and to initiate police action in a reasonable, lawful, and impartial manner without fear of reprisal. In addition, all Department employees have a primary obligation to meticulously respect the rights of all people.

The Department will meet its responsibility by establishing a system of complaint and conduct review procedure that will not only subject employees to corrective action when improper conduct is evident, but will also protect employees when they discharge their duties properly.

It is, therefore, the intent of the Police Department to establish and maintain an investigation procedure through which the public and the Department are assured of a thorough inquiry into complaints against the integrity of official acts of employees.

The Department will provide a prompt, just, open, and expeditious disposition of all complaints, from whatever source, regarding the conduct of all employees. To this end, the Police Department welcomes constructive and valid criticism of Department procedures and complaints against its employees from concerned citizens of the community.

Citizen complaints will be handled in an expeditious manner. The citizen will be given the option of filing a formal or informal complaint. If a supervisor can settle the complaint at the time it is made, and providing the situation is of minor nature, there is no need for a Citizen Complaint Form.

If the allegations are formal and an investigation is initiated, the allegation will be classified as follows:

- UNFOUNDED – The allegation was false or not factual.
- EXONERATED – The incident occurred but the employee acted lawfully and properly.
- NOT SUSTAINED – There is not sufficient evidence to prove or disprove the allegation.
- SUSTAINED – The allegation was proven to be true and factual.

We encourage your comments and input regarding our agency. We believe that we can better serve the community through citizen involvement and comment. Be assured that your comments or complaints will be reviewed by the office of the Chief of Police.

Sincerely,

Doug Wood,
Chief of Police

Sedro-Woolley Police Department Citizen Complaint/Comment Form

Date

Your Name

Home Phone

Cell Phone

Home Address

Email

Witness Name and Address

Home Phone

Cell Phone

Date and Time of Incident

Location of Incident

Officer or Dept. Personnel Involved

Comment or Complaint in Detail

I understand that I may be charged with a violation of RCW 9A.84.040. "False Reporting," by initiating a false complaint. I certify that all information is true and correct.

Signature Required

Date Signed

How would you prefer to be contacted?

Phone: _____
Person: _____
Email: _____