

College Place Police Department

CITIZEN COMPLAINT / EMPLOYEE RECOGNITION FORM

Check one: **Complaint** **Employee Recognition**

The College Place Police Department is accountable for the acts and omissions of all employees. Our obligation is to investigate allegations of misconduct or substandard performance. Additionally, the College Place Police Department strives to recognize any excellent service provided by our employees and values the input of the citizens we serve.

This form is designed to assist in gathering all information relevant to a complaint or positive comment. The form may be completed by any citizen, the citizen’s representative or by a Police Department member. Before any additional action can take place, the Citizen Complaint / Employee Recognition Form must be signed by the person submitting it. If this form was mailed to you, it must be returned to the College Place Police Department within 14 calendar days from the date it was mailed. **Failure to sign and return the form may result in no action being taken regarding the information contained within.**

When completing the form, verify that information on the form is correct. If you are filling out your own statement, you may either type your statement, or write it using a black ballpoint pen. A Police Department member may also assist in filling out the form, if you wish. The College Place Police Department will not accept non-criminal complaints against members of other law enforcement agencies.

When you have completed the complaint form please deliver or mail it to:

College Place Police Department
 625 S. College Avenue
 College Place, WA 99324

Date of Incident:	Date of this Statement:
Location of Incident:	
Your Name:	Phone Number: ()
Your Address:	
Your Email:	
Other Person(s) Involved:	
Name:	Phone Number ()
Name:	Phone Number ()
College Place Police Department Personnel Involved:	
Name:	
Name:	
Name:	

Your Statement (Attach additional pages if needed)

RCW 9A.76.175

Making a false or misleading statement to a public servant.

A person who knowingly makes a false or misleading material statement to a public servant is guilty of a gross misdemeanor. "Material statement" means a written or oral statement reasonably likely to be relied upon by a public servant in the discharge of his or her official powers or duties.

I have written and/or read the above statement and it is true and correct.

Signature

Date / Time / Location