



How to Initiate a Citizen Complaint

Trust between the police and the community is essential to effective law enforcement. It is critical that a police department establish a relationship of trust and confidence with its community and deliver public safety services in a fair and impartial manner. In order to nurture and preserve that relationship, public confidence must be maintained in the ability and willingness of the Police Department to investigate and properly adjudicate allegations of misconduct made against its employees. Retaliation of any kind by an Cosmopolis Police Department employee against a complainant that files a citizen complaint will not be tolerated and should immediately be reported to the Chief of Police.

The Citizen Complaint form should be completed whenever an employee of the Cosmopolis Police Department has allegedly acted in an improper manner. This can include, but is not limited to alleged illegal, unethical or unprofessional conduct.

Whenever possible, the Citizen Complaint form should include as much information as possible, to include the identity of all persons involved in the alleged incident including the officer(s), witnesses; the specific behavior of the department employee and/or nature of the alleged misconduct; and the date, time and location that the incident occurred. The Citizen Complaint form should be thoroughly completed and returned to the Cosmopolis Police Department within 30 days of receipt. Your concerns will be investigated, and you will be informed in writing of the outcome of the investigation.

Substantiated allegations can lead to serious consequences including verbal and/or written reprimands, suspension, and even termination of the employee. The Cosmopolis Police Department takes complaints against employees seriously and as noted above, will thoroughly investigate allegations of misconduct. Complaints that are found to be intentionally false and/or malicious may result in criminal and/or civil liability on the part of the complainant.

Completed Citizen Complaint forms may be returned to the Cosmopolis Police Department in person or mailed to the Cosmopolis Police Department, 1312 1st Street, POB 478, Cosmopolis, WA. Citizen Complaint forms may also be emailed to: police@cosmopoliswa.gov.

If you have any questions, please contact the Chief of Police at 360.532.9237.

Thank you,

Heath Layman
Chief of Police

Cosmopolis Police Department Citizen Complaint Form

Complainant Name		Date of Birth	Home Phone
Complainant Address			Cellular/Message Phone
Complainant Email Address		Witness Name and Date of Birth	
Witness Address			Witness Cellular/Message Phone
Date and Time of Incident	Location of Incident		Incident or Case No. (If known)
Employee Involved (If known)		Additional Employee Involved	

Describe incident in detail including additional witnesses, officer or employee names, etc.

I certify/declare under penalty of perjury under the laws of the State of Washington (R.C.W. Title 9A.72) that the foregoing statement is true and correct and that no threats, promises or inducements have been made to me regarding my statement.

I do not want my identity disclosed upon public inquiries regarding this complaint without my permission. Regardless of any request for confidentiality under the Public Records Act, I understand that my identity may be disclosed if the case goes to trial, and that I may still be called to testify or to provide other evidence in this matter.

Signature		Date	Witness Signature		Date
Employee Receiving Complaint		Pers. No.	Date	UPON RECEIPT OF COMPLETED CITIZEN COMPLAINT FORM, IMMEDIATELY ROUTE ORIGINAL TO OPS	