



# MARYSVILLE POLICE DEPARTMENT

**SERVICE WITH HONOR**

*Accountability | Courage | Leadership | Integrity | Professionalism*

## HOW TO INITIATE A CITIZEN COMPLAINT

A relationship of trust and confidence between members of the Marysville Police Department and the community is essential to effective law enforcement. In order to preserve that relationship, public confidence in the ability and willingness of the Police Department to investigate and properly adjudicate allegations of misconduct made against its employees must be maintained.

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

The Citizen Complaint Form should include, whenever possible, the identity of all persons involved in the alleged incident (including officer(s), witness(es), etc.). The form should also include the specific issue(s) of alleged misconduct about which the complaint is made, the date and time that the alleged misconduct occurred, and the location where the alleged misconduct occurred. The Citizen Complaint Form should be completed as accurately and thoroughly as possible.

Your concerns will be investigated and you will be contacted at the conclusion of the investigation. Substantiated allegations can lead to serious consequences including verbal and/or written reprimands, suspension, and even termination of the employee. Therefore, safeguards against false and/or malicious complaints are provided to employees of the Marysville Police Department. Complaints that are found to be false and/or malicious may result in criminal and/or civil liability on the part of the complainant(s).

Completed Citizen Complaint Forms should be signed and dated by the subject making the complaint.

If you have any questions, please contact the Watch Commander at 360-363-8300.





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## CITIZEN COMPLAINT STATEMENT FORM

### ADMONITION

It is the policy of the Marysville Police Department to thoroughly investigate any complaints generated by citizens as a result of their contacts with Department personnel. The Marysville Police Department fully recognizes the need to maintain a professional standard that is beyond reproach, and as such, has developed a procedure for handling personnel complaints.

A personnel complaint is defined as an allegation of misconduct or improper job performance of an employee. Complaints will be investigated in accordance with Marysville Police Department Policy and the law.

All persons making complaints will be treated with dignity and respect throughout the complaint process. Legal recourse could result, however, from any allegation found to be malicious and based on knowingly false information.

Please fill out the following form as completely and thoroughly as possible. Contact information is needed to ensure proper follow-up during and at the conclusion of the investigation. Additional sheets may be attached as needed.

PERSONAL & CONTACT INFORMATION:			
Non-Disc <input type="checkbox"/>	Last Name:	First Name:	Middle Name:
Mailing Address:		City:	State: Zip Code:
Phone Number:	Alternate Phone Number:	Email Address:	
Preferred Method of Contact:	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail		
INCIDENT DETAILS:			
Involved Officer(s): <i>(Names and/or Badge #s)</i>			
Incident Location: <i>(Address or Approximate Location)</i>		City:	State: Zip Code:
Case/Incident #: <i>(If applicable)</i>	Date of Incident:	Time of Incident:	
NARRATIVE:			

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