



COMPLAINTS BY MEMBERS OF THE PUBLIC

The role of law enforcement, specifically the police, is very difficult and complex. Police officers can only effectively solve community problems when they are working in concert with the community. To accomplish this, the police must strive to serve the public in a fair and impartial manner that respects the dignity and diversity of everyone we contact. To achieve this, utmost tact and diplomacy are essential. Force must only be used when necessary, and then only that amount of force that is reasonable and legally appropriate.

The goal of the Cheney Police Department is to always handle every situation in the most efficient and professional manner possible, not only in compliance with all legal and moral mandates, but also to the satisfaction of all parties involved. Our goal would be that the service we provide would never prompt a member of the public to complain; however, because we are human and because the people we contact and the situations we deal with are so complex, this will not likely be the case. Should you be in a situation where you feel the need to file a complaint, the following information is provided to assist you:

The Police Department wants to know about your complaint. This does not mean we want complaints, but that we need to know when our service needs to be improved or corrected. We want to find out when things go wrong, and correct the situation so that it does not happen again. Our department policy mandates that we have a procedure in place to investigate complaints against our personnel, and that this procedure be made available to the public.

The procedure is as follows:

- You shall have the right to make a complaint about any member of this department. Any person demanding a complaint form shall be entitled to said form.
- Misconduct is defined as any violation of law, department order, policy, procedure, rule or regulation.
- Preferably complaints will be made in person and in writing; however, complaints can be made by phone or letter. A complaint form will be provided to all parties making allegations of misconduct against peace officers.
- Complaints should first be brought to the attention of the first-line supervisor of the involved employee. If that supervisor is not available, or some other circumstance exists, a complaint can be lodged with any other police supervisor or manager.
- Complaints will be investigated by a supervisor, manager, or other designated person, as determined by the Chief of Police.
- Each complaint will be thoroughly and objectively investigated, and the results of that investigation will be communicated to the Chief of Police.
- While state law prohibits the public disclosure of certain police personnel information, individuals who make complaints against police personnel will be informed of the disposition of the complaint.

- You may elect to have your identity remain confidential to the general public.

We sincerely hope that you will understand and/or be satisfied with the outcome of your complaint. Again, our goal is that you will never need to use this complaint form, as we do not want to fail in our continuing efforts to give you the best public safety service possible.

Sincerely,

Richard A. Beghtol
Chief of Police

Cheney Police Department
COMPLAINTS BY MEMBERS OF THE PUBLIC

		Complaint #
Complainant's Name (Last, First, MI)	Home Phone	Date of Birth
Residence Address	Work Phone/Cell Phone	Injured: ☐ Yes ☐ No Arrested: ☐ Yes ☐ No
Location of Occurrence	Date & Time of Occurrence	How reported: ☐ Phone ☐ Letter/Email ☐ In Person Report #:
Complainant email address:		

WITNESS INFORMATION

Witness Name	Witness Address	Phone Number
Witness Name	Witness Address	Phone Number

INVOLVED POLICE EMPLOYEE(S)

Name/ID Number/Assignment	Name/ID Number/Assignment
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Describe incident/conduct which has caused you to file a complaint:

[illegible]

(ATTACH ADDITIONAL PAGES AS NEEDED)

I, the undersigned, under the penalty of perjury, under the laws of the State of Washington, hereby declare that the above statement and information are true and correct. I also understand that to "Knowingly Make a False or Misleading Statement" as defined by RCW 9A.76.175 is a violation of law.

(SIGNATURE)

(SIGNATURE OF PARENT/GUARDIAN
OF COMPLAINING MINOR)

(DATE)

(DATE)

WITNESS/REPORTING SUPERVISOR

WITNESS/REPORTING SUPERVISOR: _____

DATE AND TIME RECEIVED: _____

Was the complaining party provided the two page letter explaining the complainant procedure? ☐ Yes ☐ No

Was the complaining party provided a copy of their complaint/statement? ☐ Yes ☐ No

Was the complainant interviewed/tape-recorded? ☐ Yes ☐ No

Is there a related report/citation/FI? ☐ Yes ☐ No

Copy attached? ☐ Yes ☐ No

Non-Disclosure Requested? ☐ Yes ☐ No

Is the complaint based solely on procedure? ☐ Yes ☐ No

Date Received by Commander/Director: _____