



# POULSBO POLICE DEPARTMENT

200 NE Moe Street, Poulsbo, Washington 98370  
(360) 779-3113 \* [policeadmin@cityofpoulsbo.com](mailto:policeadmin@cityofpoulsbo.com)

Dan Schoonmaker, Chief of Police

## COMPLAINT REPORT

- All complaints are documented, reviewed by the Chief of Police, and investigated to the fullest extent possible
- Any person filing a complaint is not required to use this form, nor are they required to sign it
- It is not necessary for people filing a complaint to provide their name, or contact information, but may hinder our ability to conduct a complete investigation or reduce our ability to provide follow-up regarding complaint disposition
- The Chief of Police reserves the right to give a complaint an incomplete or insufficient disposition based on incomplete, false, or purposefully misleading information.

DATE: \_\_\_\_\_ METHOD: In-Person      Letter/Email      Telephone

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CONTACT INFORMATION: PHONE \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE OCCURRED: \_\_\_\_\_ TIME OCCURRED: \_\_\_\_\_

LOCATION OF OCCURRENCE: \_\_\_\_\_

EMPLOYEE(S) INVOLVED: \_\_\_\_\_

SUMMARY OF THE COMPLAINT (Please provide as much detail as possible about the incident and the basis for the complaint):

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(Additional space provided on the back of this form)

RECEIVED BY: \_\_\_\_\_

DATE/TIME: \_\_\_\_\_

INITIAL SUPERVISOR REVIEW: \_\_\_\_\_

DATE/TIME: \_\_\_\_\_

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