



# Poulsbo Police Department

Honor | Integrity | Teamwork | Professionalism  
360.779.3113 | policeadmin@cityofpoulsbo.com

200 NE Moe Street | Poulsbo, WA 98370

Ron Harding, Chief of Police

## COMPLAINT REPORT

- All complaints are documented 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 it 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    Phone

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

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

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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: \_\_\_\_\_

