Citizen Report of Commendation, Inquiry, or Complaint

I wish to report a (please check one):

☐ Commendation (“Good Job by Officer…”)
☐ Inquiry (“Why did the officer do…?”)
☐ Complaint (“I was dissatisfied with…”)

INFORMATION ABOUT REPORTING PERSON

Last Name: ____________________________ First Name: _____________________ Middle: __________ DOB: _______________

Address: ____________________________________________ City: ______________________ State: _______ Zip: ___________

Home Phone: __________________________ Work Phone: __________________________ Msg. Phone: _____________________

Email Address: ______________________________________________________________________________________________

INFORMATION ABOUT THE INCIDENT

Location of Incident: _________________________________________________________________________________________.

Date of Incident: _________________________________________ Time of Incident: ____________________ AM? or PM?

Officers / Employees Involved (names or identifiers): ______________________________________________________________

____________________________________________________________________________________________________________

STATEMENT / DESCRIPTION OF EVENT

Please describe the event in detail (you may use additional sheets or attach a separate written statement):
Last Name: ____________________________ First Name: _____________________ Middle: __________ DOB: _______________

Address: ____________________________________________ City: ______________________ State: _______ Zip: ____________

Home Phone: __________________________ Work Phone: __________________________ Msg. Phone: _____________________

Involvement: ________________________________________________________________________________________________

Please specify what outcome you are seeking:

The mission of the Lakewood Police Department – Professional Standards Section is to ensure professional and accountable police services for the citizens of Lakewood. Honest feedback is essential to maintaining a police department that is both trustworthy and responsive to the citizens it serves. Therefore, it is critical that truthfulness be maintained in the filing and investigation of citizen Reports of commendation or complaint. My signature is requested below as an affirmation of my commitment to truthfulness in this process. I understand that I may be charged with a violation of RCW 9A.76.175 “Making a False or Misleading Statement to a Public Servant” if filing a false report.

I understand the above statement and declare this is a true and correct report.

Print Name: _______________________________________________________________

Signature: _________________________________________________________________  Date: ________________________

POLICE DEPARTMENT USE ONLY

Report received by: __________________________  Date & Time: ______________

Received in PSS by: __________________________  Date & Time: ______________

PSS Control Number Assigned : ___________________ □ Assigned to PSS □ Assigned to Chain of Command □ Entered AIM for Tracking