



P.O. Box 1995 Vancouver, WA 98668-1995

## VANCOUVER POLICE DEPARTMENT COMPLAINT FORM

### COMPLAINT FORM INSTRUCTIONS

The Vancouver Police Department is accountable for the acts and omissions of all its employees. To that end, an obligation exists to our employees, the department, and the citizens of the City of Vancouver to investigate allegations of misconduct or substandard performance.

Enclosed is a form designed to assist in gathering all information relevant to a complaint. The form may be completed by the complainant, the complainant's representative or by a Police Department member. Before the investigation can commence, the Complaint Form must be signed by the complaining party. If the Complaint Form was mailed to you, it must be returned to the Vancouver Police Department within 14 calendar days from the date it was mailed. **Failure to sign and return the Complaint Form may result in the file being closed with no further action.**

The law regarding making false or misleading statements is printed at the bottom of the first page of the Complaint Form. Please read this carefully. Making a false or misleading material statement to a public servant is a crime. Police department employees who are the subject of frivolous or malicious statements may have legal recourse against a false accuser.

When completing the form, verify that information on the form is correct. If you are filling out your own statement, you may either type your statement, or write it using a black ballpoint pen. An investigator may also assist in filling out the form if you wish. When you have completed the complaint form please deliver or mail it to the appropriate precinct.

Vancouver Police Department  
West Precinct  
300 E. 13<sup>th</sup> Street  
Vancouver, WA 98668-1995

Vancouver Police Department  
Central Precinct  
2800 SE Stapleton Road  
Vancouver, WA 98661

Vancouver Police Department  
East Precinct  
1201 SE Tech Center Drive  
Suite 1990  
Vancouver, WA 98683

If you have any questions regarding the form, please contact the Vancouver Police Department at (360) 696-8292 during regular business hours.

Vancouver Police Department Complaint Form

IAC number (department use only): \_\_\_\_\_

Reported Date: \_\_\_\_\_

Occurred Date: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Complainant Name: \_\_\_\_\_

Complainant Address: \_\_\_\_\_

Complainant Phone: \_\_\_\_\_

Other Involved Persons (Names and Telephones):
Witnesses (Names and Telephones):
Police Personnel Involved:
Documents Attached (including number of pages):

**DESCRIBE DETAILS OF INCIDENT AND SPECIFIC NATURE OF COMPLAINT:**

(Use additional pages of necessary, specify number of pages \_\_\_\_\_)

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**VMC 7.76.175 Making a False or Misleading Statement to a Public Servant**

A person making a false or misleading material statement to a public servant is guilty of a gross misdemeanor. "Material statement" means a written or oral statement reasonably likely to be relied upon by a public servant in the discharge of his or her official powers or duties.

Police department employees who are the subject of frivolous or malicious statements may have legal recourse against a false accuser.

**I have written and/or read the above statement and any additional sheets attached, and it is true and correct.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date/ Time

\_\_\_\_\_  
Signature of Witnessing Employee

\_\_\_\_\_  
Date/ Time/ Place