



# CENTRALIA POLICE DEPARTMENT PERSONNEL COMPLAINT



EMPLOYEE(S)		ID	CASE / CITATION
COMPLAINANT NAME		COMPLAINANT ADDRESS	
DATE OF INCIDENT		DATE OF COMPLAINT	
LOCATION OF INCIDENT		ADMINISTRATIVE NUMBER ASSIGNED	

## ALLEGATIONS

## What did the employee(s) do that instigated this complaint?

OTHER OFFICERS PRESENT:  <input type="checkbox"/> NO <input type="checkbox"/> YES-HOW MANY? _____	INCIDENT RECORDED? <input type="checkbox"/> NO <input type="checkbox"/> YES: <input type="checkbox"/> Audio <input type="checkbox"/> Video	
	BY WHOM? NAME: _____	
WITNESS:	ADDRESS/PHONE: _____	
WITNESS:	ADDRESS/PHONE: _____	
COMPLAINT RECEIVED BY:	<input type="checkbox"/> Phone <input type="checkbox"/> Online	ID#
SIGNATURE OF INVESTIGATING SUPERVISOR:		DATE
<p><b>By signing I acknowledge that I have been ordered not to discuss this matter with anyone other than the investigating authority or my union representative. I also acknowledge that I will not have contact with any complainants or witnesses other than in the scope of my normal duties. I understand that doing so will result in discipline.</b></p>		
SIGNATURE OF SUBJECT EMPLOYEE:		DATE:

Continued Narrative:		
<p>What is your desired outcome?</p> <p><input type="checkbox"/> Informal complaint – Handled by immediate supervisor</p> <p><input type="checkbox"/> Formal administrative investigation</p>		
Complainant Signature:	<input type="checkbox"/> Phone	Date:
	<input type="checkbox"/> Online	

# **EMPLOYEE RIGHTS AND RESPONSIBILITIES**

## **You are hereby advised:**

1. You are being interviewed pursuant to an administrative investigation, not a criminal investigation.
2. You will be ordered to answer questions that are specifically directed and narrowly related to your duties or fitness for duty.
3. If you refuse to answer questions, you will be subject to discipline, including termination, for insubordination for refusing to answer questions.
4. Nothing you say as part of a compelled interview/statement can or will be used against you in a subsequent criminal prosecution.
5. You have the right to talk to a union representative and have him/her present with you while you are being questioned. If present, the role of the union representative at the interview is limited as follows:
  - A. The union representative may:
    - Ask questions,
    - Bring out additional facts, mitigating circumstances and investigatory leads and
    - Counsel the employee before, during and after the interview.
  - B. The union representative may not answer questions for the accused employee.
  - C. Witnesses who are not members of the bargaining unit do not have the right to representation.
6. The accused officer shall be given a reasonable time in which to file a written response to the allegations before a final disciplinary decision is made. Any written response shall be made a permanent part of the investigative file.