



Police Complaint Form

What is a Complaint?

A complaint is a written or verbal communication conveying dissatisfaction with the performance or conduct of the Department or one or more of its members

Who Can File a Complaint?

Any person, regardless of age, gender or nationality who witnesses or has direct knowledge of police misconduct or unlawful behavior may file a complaint with the Olympia Police Department. Although you can file a complaint anonymously, it is helpful if you provide a phone number or email address so an investigator can follow up to obtain additional information that may be crucial to the investigation. It also allows the OPD to notify you of the results and outcome of the investigation.

The Olympia Police Department views all complaints against its employees seriously. For this reason, complaints must be based on fact. Intentional false reporting in an attempt to unjustly subject a police employee to undeserved discipline or slander, or to place their employment in jeopardy, could result in criminal charges being filed and/or a civil suit by the employee involved.

How Do I File a Complaint?

- **Submit an Online Form:**
You can submit a complaint online using the located at this link <https://olympiawa.gov/opdcomplaints>
- **Send us an Email:** olympiapolice@ci.olympia.wa.us
- **Visit Us In-person:**
The Olympia Police Department lobby is open to receive walk-in complaints during regular business hours, Monday through Friday, at Olympia City Hall, 601 4th Ave. E
- **Send Us a Letter**
Olympia Police Department – Office of Professional Standards
601 4th Ave E
Olympia, WA 98501
- **Call Us**
During business hours, call the Olympia Police Department at 360.753.8300. After business hours, call the non-emergency dispatch number at 360.704.2740. A call taker will gather your information and an on-duty Supervisor will contact you.

Anonymous Complaints

OPD accepts anonymous complaints. A preliminary investigation will be conducted. However, the investigation will be closed if the Department does not have an opportunity to obtain sufficient information. As a public agency, records are subject to the Washington Public Records Act, which requires all records to be disclosed upon request, unless an exemption applies.

If you are a complainant, victim or witness of a crime and you ask at the time of your complaint that your Identifying information not be released, the City will seek to honor that request to the extent allowed by law. PLEASE NOTE: The City can never guarantee confidentiality.



Police Complaint Form

Contact Information *(Leave blank if submitting anonymously)*

Name

Address *(City, State, Zip)*

Email

Phone

Complaint Details

Incident Date

Incident Time

Incident Location

Officer name(s) if known

Please describe your complaint and provide information that is important to understanding the incident or issue. You can attach supporting photos or documentation to this form. You can attach additional pages if you need more space to write.

I hereby certify that the information in this complaint is true and correct to the best of my knowledge.

I acknowledge that this information may be used by the City of Olympia to further investigate the complaint.