

# LIBERTY LAKE POLICE DEPARTMENT

23127 E. MISSION AVE. LIBERTY LAKE, WA 99019

MAIN LINE: 509-755-1140 FAX: 509-755-1144



*"Providing a safe environment through community involvement and innovation."*

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## Personnel Complaints

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public. Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the department.

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation. The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

The Liberty Lake Police Department takes seriously all complaints regarding the service provided by the department and the conduct of its members. The department will accept and address all complaints of misconduct in accordance with established department policy and applicable federal, state and local law, municipal and county rules and the requirements of any memorandum of understanding or collective bargaining agreements. It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone.

### Complaint Procedure

1. The complaint form will be directed to the Shift Sergeant of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.

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2. Follow-up contact with the complainant, if practical, will be made within 24 hours of the department receiving the complaint.
3. The supervisor, when practical, will inform the complainant of the investigator's name and the complaint number within three days after the complaint investigation is assigned to an investigator.
4. Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation.
5. The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

*Damon Simmons*

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Department/Agency Head Signature

Chief Damon Simmons  
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