



CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL



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| Standard: | Chapter 7 Policy 01 Anonymous Complaints | Revised: 06/22/2022 |
| Authorizing Source: RCW 42.56, WAC 139-17-010 | | Applies to: Certification Staff |

I. PURPOSE:

The Commission benefits from information received from members of the public. Some members of the public, including law enforcement personnel, may be reluctant to report potential misconduct to the Commission because they fear retaliation or other adverse consequences. For this reason, the Commission shall accept anonymous complaints. Anonymity cannot be guaranteed in all circumstances. However, staff will make reasonable efforts to keep anonymous complaints anonymous.

II. DEFINITIONS:

Unknown Complainant – An individual who files a complaint with the Commission and did not provide their name, email address, or other identifying information to Commission staff.

Known Complainant – An individual who files a complaint with the Commission and provided their name, phone number, email address, or other identifying information to Commission staff but requested anonymity.

Identified Complainant – An individual who identifies themselves in a complaint filed with the Commission with the understanding that their identity may be revealed to local law enforcement agencies and/or the public.

III. POLICY:

- A. To the extent possible, the Commission will protect the identity of known and unknown complainants. (RCW 42.56.240).
 1. The complaint form shall give the complainant the option to file anonymously.
 2. Except when authorized by the complainant, the Commission will not disclose identifying information of unknown or known complainants or verify any inquiry from an agency seeking to confirm the identity of an unknown or known complainant.
 3. The complaint form shall also offer complainants the option to file as an identified complainant. The complaint form shall provide notice that, by opting to identify themselves, the complainant's identity may be disclosed to law enforcement agencies and/or the public.



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4. The complaint form shall allow identified and known complainants to indicate if they are willing to speak to the officer's employing agency. To the extent necessary, the Commission may facilitate communication between agencies and complainants.
5. The form shall instruct identified and known complainants to provide contact information so they may receive follow-up questions or case updates. The form shall notify unknown complainants that, by filing anonymously, the Commission will be unable to contact them with additional information.
6. The Commission shall provide notice on the complaint form that, to the best of its ability and authority, it shall honor the preference of unknown and known complainants to remain anonymous. Anonymity cannot be guaranteed in all circumstances. However, staff will make reasonable efforts to keep anonymous complainants anonymous.