



**Tulalip Tribal
Probation Office**

6332 31st Ave NE, Ste B
Tulalip, WA 98271
360-716-4800
Fax 360-716-0404

CITIZEN COMPLAINT FORM

Name of individual(s) Making complaint:	
Address/ City / Zip:	Phone:
Name of Employee(s) that Complaint is about:	

Describe Your Complaint (Attach Additional Information If Necessary):



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The Tulalip Tribes are federally recognized successors in interest to the Snohomish, Snoqualmie, Skykomish, and other allied tribes and bands signatory to the Treaty of Point Elliott.

According to department policy, you have the right to make a complaint against any Tulalip Probation or Pretrial Services Officer for improper conduct. Department policy requires to investigate community complaints. You have a right to a written description of this procedure. This agency may find after investigation that there is not enough evidence to warrant action on your complaint. Even if that is the case, you have the right to make the complaint, and have it investigated if you believe an employee behaved improperly. Complaints and any reports of findings relating to complaints must be retained by this agency for at least five years.

How to make a complaint. You may make a complaint in person or by calling or writing to the Tulalip Probation Office. If you write your complaint, it does not have to be on a special form. When you make a complaint in person, please ask to speak to a supervisor who can assist you.

If you chose to file a complaint by using a complaint Form, the forms are available at the Tulalip Probation Office. At a minimum, your complaint should include important facts, such as where the incident occurred, date and time of occurrence, and the name(s) of the involved employee(s), if known.

What happens after the complaint is made? A department supervisor will investigate your complaint. You will be notified and provided with a citizen complaint number for future reference. The Probation Services Manager will make the final determination on the outcome of the case including discipline if warranted. If the complaint is made against the Probation Services Manager, the Tribal Court Director will investigate, or refer for investigation, the citizen complaint. You will be notified in writing of the outcome of the findings. We ask your patience, as the process is lengthy but necessary to ensure fairness and thoroughness.

What if you don't like the outcome of the investigation? Your reply letter will explain the general findings of the investigation and whether any discipline was imposed. Discipline can vary in severity and is not appropriate for every incident. **Citizen Notification:** Written notification of the disposition of the complaint will be mailed to you within 30 days of completing an investigation.

I have read and understood the above statement.

Complainant Signature

Date