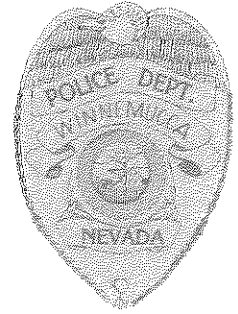


WINNEMUCCA POLICE DEPARTMENT

Chief of Police, T. Eric Silva
(775) 623-6396 • Fax: (775) 623-6447



The Winnemucca Police Department provides police services to our community. The Department has trained its personnel to provide consistent and professional service. As a member of our community, you can assist the Department in ensuring that this level of service maintains that high level of expectation. We encourage your participation. We want you to give us information when you observe actions by the Police Department or individual police employees which you believe needs our attention. These can be both those actions which you find rewarding and those you might believe are not at an acceptable level of professional service.

You may report your observations in person, by letter, or on the telephone. The Police Department does accept anonymous information, but we would prefer that you provide us with your name. Anonymous reports are investigated only to the extent that the information allows; which may not be satisfactory to you or the Department.

You should expect that your initial contact will be with a Police Department Supervisor. The supervisor will receive your comments or complaint and conduct a preliminary investigation. This is to ensure that all relevant and available information is gathered when it is still fresh. Your cooperation is very important, particularly in identifying witnesses and allowing us to accumulate evidence, including photographs and medical treatment records, if necessary.

A member of the Department will be assigned to investigate your report. You should expect to hear from that person within a couple of days. The investigator will attempt to arrange for a convenient time and location to conduct a formal interview with you. This interview, as are all of our interviews, will be tape recorded.

An essential part of this investigation is the direct contact with the involved police employees. In the case of a commendation, your report will become part of his/her personnel file. In other cases, they will be interviewed in a similar fashion to your interview. These employees will be instructed not to contact you unless it is in response to a police service need.

We strive to complete these investigations within 30-days. Normally the review process takes a few more days. You will be notified of the outcome of the investigation.

Citizens, such as you, are valuable eyes and ears for our community and its Police Department. We respect your input, both good and bad. Whenever you see police actions which you believe we should be aware of, please report those to us.

PUBLIC SERVICE REPORT

- _____ Commendation of employee service
- _____ Suggestion for Agency consideration
- _____ Complaint of Agency action
- _____ Complaint of employee performance

Date and time of incident: _____

Location of incident: _____

Employees involved: _____

Complainant name, phone number, address: (optional, but preferred)

Witnesses: _____

Describe the incident you are reporting: _____

Signed: _____

Department employee receiving: _____

Date and time received: _____

Forwarded to: _____