



# Citizen Comment Form

Circle one: **In Person** **Mail** **Phone** **Email** Received By: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Nature of Complaint/Suggestion (continue on back if necessary): \_\_\_\_\_  
\_\_\_\_\_

Location/Address (sketch on back if necessary): \_\_\_\_\_

Property Owner Name (if known): \_\_\_\_\_

Person Making Comment: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Would you like a response?  No  Yes *If yes, please circle one* **Written** **Email** **Verbal**

**Note: Should the City receive a public records request, your name may be disclosed.**

Disclosure and Liability Notice. RCW 42.56.240 states that "Information revealing the identity of persons who are witnesses to or victims of crime or who file complaints with investigative, law enforcement, and penology agencies [are exempt from public inspection and copying] if disclosure would endanger any person's life, physical safety, or property." Judicial cases regarding this statute generally require public disclosure of a complainant's name. RCW 4.24.510 states that a person who communicates a complaint or information to local government is immune from civil liability for claims based upon the communication to the [local government] regarding any matter reasonably of concern to that organization.

**For Internal Purposes Only**

Date And Time Received: \_\_\_\_\_ Received by: Mail, Hand-delivery, Phone, Email or Fax

Date/Time of Investigation: \_\_\_\_\_ Investigated By: \_\_\_\_\_

Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Original form to City Clerk for filing (please copy the City Clerk on all responses to this issue)*

cc: \_\_\_\_\_

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