



Tacoma Community's Police Advisory Committee

Committee Member Handbook 2022



CPAC Committee Member Handbook

Welcome

Welcome to the Community's Police Advisory Committee here in Tacoma, Washington.

Thank you for your interest, willingness to apply, to interview and accept the appointment to the Committee.

You have a very important role in the community, taking actions and promoting policies that make policing, governing and livability for our community members better.

This is a committee of unpaid volunteers who dedicate their time to improving the livability of the City and the policing thereof.

In a typical year, the Committee as an entity generally has 30-36 hours needed from members to attend to the 12 meetings, 1 retreat, 2 special meetings/community conversations, and participation at outreach events. [Meetings](#) (Passcode 889454) are held the second Monday of a month at 6PM.

On top of that commitment, subcommittee work may be anywhere from another 10-40 hours through the year for various projects or needs being addressed by that subcommittee.

36 hours in the course of a year is not a great deal of time to conduct the Committee's business, therefore it's imperative that members engage and remain engaged.

Introduction

The Community's Police Advisory Committee (noted as CPAC hereafter) came out of the Tacoma Human Right's Commission in 2005 as a recommendation to the City Council for community involvement in promoting transparency of the Tacoma Police Department, a touchpoint between the community and City Leadership for information and to inform policies that affect the community at large.

The City formally adopted the Committee and gave the Committee it's commission through [Tacoma Municipal Code 1.06.075](#)

The Committee has the privilege of creating and maintain its own bylaws that govern the Committee and delineate the duties and responsibilities.

The bylaws can be reviewed on the [CPAC webpage](#).

Organization The Committee is formed with 10 members appointed by the Community Vitality and Safety Subcommittee of the City Council of the City of Tacoma and affirmed by the City Council. There are 5 members associated with Council Districts and 5 at large members. An eleventh person is dedicated to a youth seat.

The Committee has a Chair and a Vice Chair as officers. The election of officers is held in the last meeting of each year, or as needed during the year.

Subcommittees are generally identified and staffed at the beginning of the year at the retreat. As the year progresses, changes might need to be made and that is permissible.

In the original staffing and in the adoption of modified staffing, a vote of the whole committee to approve is necessary.

Subcommittee The Committee forms and staffs subcommittees as needed, for purposes defined by the Committee. Under the Committee bylaws, subcommittees expire one year after establishment, or when the final subcommittee report has been made to the full committee. Each subcommittee has a designated lead.

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For example, in 2021 the Committee had the following subcommittees:

Policy and Programs Subcommittee – The primary group responsible for reviewing, revising, creating, advising on TPD programs and TPD policies.

Data and Trends Subcommittee – The primary group for data collection, aggregation, compilation and reporting. When not engaged in providing data to other stakeholders, the Subcommittee is expected to monitor trends of the day, trends in the City and maintain a watch on crime statistics.

Outreach Subcommittee – Primarily responsible for arranging outreach events, community conversations, collaboration with associated groups and to create handout or informational products. Not all actual community outreach is performed by the subcommittee as it's expected that all committee members perform outreach as well.

In the past, subcommittees were formed for the purposes of projects. Community Trauma Response Team, and Accountability of Community Trauma Response Team were subcommittees that existed for a time specifically to review possible response team functions and oversight of the vendor, and were disbanded when the Committee recommended to the City to abandon the trauma response team as originally envisioned and pursue alternative responses to policing.

Duties and Responsibilities

- [Tacoma Municipal Code 1.06.075](#)
- [CPAC Bylaws](#)

- Review police policy, procedures, rules, training, completed investigations, and programs at the request of the City Council, City Manager, or Chief of Police
- Provide advice and recommendations to the City Council, the City Manager, and the Chief of Police on police policy, procedures, rules, training, and programs
- Foster understanding between Tacoma Police Department and the community, and promote TPD services and resources
- Promote awareness of the public complaint process, and review policy and conduct complaints by members of the public
- Review completed internal affairs investigations to evaluate needs and effectiveness of policies, training, and programs
- Convene community conversations on services, programs, policy, procedures, rules, training, and issues of public safety

The committee also provides community outreach and education through public hearings and committee efforts.

**Other
potential
CPAC courses
of training**

The Committee is encouraged to reach out through City Support Staff or directly to groups, training opportunities, or to request presentations on contemporary issues. As many things are constantly evolving, the Committee may wish to invite guests to speak on and present on subjects of interest.

- Use of force guidelines and procedures (lethal and non-lethal).
- Investigation and review of shootings and in-custody deaths
- First amendment activities
- Training, resources and procedures for dealing with mentally disturbed individuals and individuals under the influence of drugs or alcohol
- De-escalation
- The complaint, investigative and disciplinary processes
- Collective Bargaining Process
- Chaplaincy
- Medical Examiner's role and processes

Meetings

[Meetings](#) are held the second Monday of each calendar month at 6PM.

As of 2022, the meetings are still being held virtually due to health regulations related to Covid-19.

It is the intention of the Committee to return to in person meetings with a hybrid opportunity for people to join via electronic means when able.

Virtual meetings have increased the opportunity for public comment, attendance, flexibility and has been a benefit.

Meetings will generally provide introductions, invite reports by City Staff, Police Representative, have presentations by invited presenters, updates by subcommittees, public comment, and the opportunity to note new business for future meetings.

Meetings are conducted formally and use the [Robert's Rules of Order](#) for governance.

Meeting are responsive to the [Open Public Meetings Act](#) of the State of Washington. ([WA RCW 42.30](#))

Meetings are recorded and made available on the website and are fully disclosable under the [Public Disclosure Act](#). ([RCW 42.56](#))

**Member
Expectations**

With such a small Committee, it's imperative that people strive to make every meeting.

Things happen, and communicating issues or inability to attend meetings are excusable, however, it's very courteous to inform the Committee officers and/or City Staff as early as possible.

The Committee has unfortunately had to cancel meetings at meeting time due to lack of enough members to form a quorum. In such cases, the Committee negatively impacts the time of the community, the professionals and volunteers who attend to present or be present and other Committee members.

If someone on the Committee has 3 unexcused absences, the Committee can take a vote to vacate the member's seat.

Life happens. If, for some reason you as a Committee member cannot continue with the Committee for any reason including moving out of the City, the Committee asks that you resign. There is no shame in life circumstances changing.

Though rare occurrences, the Committee and its members may be informed about matters confidential, protected or calls for respectful discretion. Each member is reminded that real people with real issues and real damage can be done. This is not to mean that everything needs to be confidential. But for the sake of individuals, families, employees and others, discretion may be the best course of action.

**CPAC Member
Ethics**

Members of the Committee are subject to the City of Tacoma Code of Ethics, TMC 1.46. This governs prohibited conduct such as conflicts of interest, and improper use of position. If a complaint is filed, the Board of Ethics will review the complaint and make a determination. If a violation is found members can be removed from the Committee.

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Meetings**Miscellaneous**

Meetings require a quorum (majority of members who are actively on the committee) to function. If there isn't a quorum, the meeting must be cancelled.

Accidental quorums can be inadvertently facilitated in email chains, hallway meetings, conference calls and virtual meetings if there is any committee business discussed in a fashion that could be considered a vote. Any such business must be done in a formal meeting, properly announced and publicized. There is no secret voting, no offline voting or anything that is determinate allowed.

Members can discuss things between each other as long as there is no quorum.

Subcommittees will always be limited to a membership that is not a quorum for CPAC. There will always be less than half the total active committee members allowed to be on and participate on the subcommittee. Non-CPAC members on a subcommittee are not a factor in accidental quorum.

The Committee does not enjoy the privilege of Executive Sessions. All meetings and votes must be done in public, discoverable, and transparent.

Meetings must publish an agenda at least 24 hours prior to a meeting.

Special meetings are allowed, restricted to the purpose stated on the announcement of the meeting and any particulars like receiving public comment during the meeting. The agenda and notice must be no later than 24 hours prior to the meeting.

**CPAC
Member
Resources**

CPAC is involved in many things, have many projects, and many informational needs.

[Results253](#) is a City Data Portal that contains various databases that can be queried and downloaded. Caution, please look at the update date on the database and be aware that not all databases are updated regularly. The new host for data is [here](#).

[Medical Examiner information release page](#)

[Use of Deadly Force Cases](#)

[City Meetings](#)

[Crime Map](#)

[City Manager Weekly Crime Report](#)

**CPAC
Projects**

Community Trauma Response Team
Use of Force Continuum update
Implementation of new laws
Investigate and potentially implement an oversight role for CPAC
Developing a professional appearing handout on CPAC
Developing a professional handout on the TPD Complaint Process

CPAC Budget

Zero.

Though the Committee does not have a dedicated budget at this time, CPAC can request throughwork with City Staffour staff liaison, monies for various purchase needs, to get support for things like These can include business cards, festival vendor registrations, handouts, etc. If an action of the committee furthers directives by the City and its mission, the City should be supporting the committee. For requests beyond operational activities such as support for professional services or contracted services we can work with our staff liaison to make a request of the City Council.

**Media
Relations**

Every member of the Committee has every right and ability to speak to media. Requests may come in from the City's Media representative or directly to the Committee or members of the committee.

Every member is free to express their thoughts and opinions as they wish. The Committee asks that members who do speak to reporters not to indicate that they are speaking for the Committee. Speaking as a member of the Committee is permissible, speaking on behalf of the committee is to be avoided.

The leadership of the Committee recognizes that people are uncomfortable being interviewed or put on camera; the leadership has that same discomfort.

However, it has been determined that the mission of the Committee does need to be broadcast, that the Committee needs to maintain relationships with members of the media, and that, ideally, the subject matter expert relevant to the request be the primary person to consider responding.

Media can be everything from TV, Print, Radio, Community reporters, Webcasters, City programming, podcasters and others.

Keeping good relations with the media is key to situations where members of the Committee want to reach out to them to highlight projects, meeting, surveys and other important information. To be able to proactively put messages out as members is a great way to keep CPAC in the eyes of the community.

It is imperative that contacts from the media, agreements to interview and conclusions of the media contact be reported to the City's Media person and our staff liaison-

(In the experience of the author, media is very kind to CPAC in interviews and doesn't get aggressive with us. Professional Public Information types can get that treatment, but we volunteers are in a whole other category.)

Committee Member Orientation – Training Education – As a formal board/commission/committee of the City of Tacoma, there are several required trainings by the City, HR, Legal, and Risk Management.

- **Public Records Act**
- **[Open Meetings Act \(WA AG training page linked\)](#)**
- **Equity Training**

Additionally, for a number of activities related to Committee business, it's a good idea to get training on:

Civil Service Hiring/procedure
Implicit Bias

It is highly desired that each Committee member experience:

[Tacoma Police Citizen's Academy \(application\)](#)
Tacoma Police Patrol Ride-a-long
South Sound 911 Communications/Dispatch

(Each provides a separate 'ground truth' look at the department, policies, procedures, considerations and operating environment. Should not be considered indoctrination, but, with an open mind, open ears, and observation, will inform policy expectations and guidance for the Committee)

Retreats A standard practice for the Committee is to hold a meeting generally on a Saturday in January for four hours.

In the meeting, Committee business is performed, including assigning and adopting subcommittees, a roundtable on what priorities should be focused in the new calendar year, what goals and outputs the Committee wishes to have before the end of year.

Other topics, ideas or matters important to the Committee are also permissible

Freedom of speech

Members, guests, commenters and staff have every right to freedom of speech and association available under the Constitution.

The meetings are expected to be conducted in a professional manner, respectfully, and with comity.

Historically, there have been incidents of inappropriate language used. In such cases, the person will be interrupted and asked to be polite. Depending on behavior, the person may be invited to leave the meeting and/or not allowed to speak at future meetings.

There shall be no discrimination against anyone or their personally held views.

Public Records Act

It is a best practice for Committee members to create and maintain an email account separate from personal emails, or at least maintain a well documents separate folder in a personal inbox for all Committee business and communications by City staff, as the account can be requested and disclosed under the Public Records Act.

For members who conduct Committee business in regular personal email accounts can be required to disclose all communications as discoverable in a Public Records Request. Thus, personal and perhaps extremely personal communications might have to be turned over in a request.

It's highly recommended that a separate email account solely for Committee business with all emails retained under the state records retention schedule.

In addition to the email account and messages that a Committee member holds, all email communications to people with City email accounts may also be turned over as responsive to a request. It's advisable to maintain a professional communication style.

Citizen's Academy

The Citizens' Academy highlights the Tacoma Police Department's Community-Oriented Policing philosophy, which strengthens the bond between our community members and our police officers as we proactively work together to solve community issues of varying complexity.

The goal of the Citizens' Academy is to create a growing core of well-informed community members who are proud of their police department, and who can serve as ambassadors who share their experiences with and knowledge about law enforcement with other community members.

During three-hour sessions (6-9 PM), held on Wednesdays in the fall for 13 consecutive sessions, the Citizens' Academy offers City of Tacoma residents, its employees, and Tacoma community and business leaders an up-close and personal look at the way the Tacoma Police Department is organized and an opportunity to learn more about its activities and functions

Each session at the Citizens' Academy can accommodate 30-36 community members over the age of 18. Instructors are officers and personnel from within the Tacoma Police Department and other law enforcement-related agencies who are department-recognized subject matter experts.

The Citizens' Academy first launched in 1987 and is coordinated through the Tacoma Police Department's Operations Bureau. More than 1,300 community members have graduated from the Citizens' Academy.

Opportunities opened up by attending Citizen's Academy

Potentially invited to be a part of a deadly force review board

Potentially invited to join the Oral Board process for prospective officers

Volunteer opportunities.

**Natural
partnerships**

CPAC by virtue of working for the whole community can and should reach out to Subject Matter Experts, Advocates and other organizations for collaboration, information and mutual support

Civil Rights / Community / Public Interest Organizations

- American Civil Liberties Union (ACLU)
- National Alliance on Mental Illness (NAMI)\
- Homeless Advocacy Organizations
- Urban League
- Committee for Immigrant and Refugees
- Transformational Committee
- The Conversation
- Tacoma Safe Streets

Government Organization Resources – City/County/State/Federal
Law Enforcement Academy (CJTC Burien)

Other jurisdictions for work that's already been/being done.

**Project
PEACE**

The City of Tacoma, along with a variety of partners, including TPD, launched a multi-year project in 2015 known as Project PEACE (Partnering for Equity and Community Engagement). The goal of Project Peace was to “build a foundation of trust between historically marginalized communities and law enforcement.

The aims of the project are to:

- Foster relationships between the Police Department and local community;
- Provide transparency about policing processes and practices, and about ways of engaging the public;
- Promote effective crime reduction while strengthening public trust;
- Set the pace for future policing-related initiatives; and
- Allow the public to provide feedback to be considered during the Tacoma Police Department Strategic Planning Process.

The project’s planning and implementation involved more than 800 people across Tacoma’s diverse communities. Several years later, TPD still uses the Project PEACE initiative as a touchstone and guide for facilitating community engagement and working to gain greater trust.

Project PEACE 2.0 was announced in 2021 as one of the System’s Transformation process and to renew the touchpoint with the community and a new generation of community members.

Many of Project PEACE’s goals align with CPAC, and there is natural alignment and benefit to working together. The Committee will likely engage and work with Project PEACE over time.

Record Requests

At times, the Committee may seek to have materials released for examination, consideration or research.

There are a number of different request types and responses:

- Informal – information already exists and can be emailed
- Formal – information/video requests needing a formal process

It's the position of the Committee leadership that the Committee shall have no less access to materials than the media has.

Formal requests for information is far more common than the informal.

The first stop regarding TPD should be City of [Tacoma Records request portal](#). Another resource is [South Sound 911](#). On this page, references to other organizations that you can make requests of are linked.

For the Pierce County Medical Examiner records, there's an email address for non-media/non-family requests are handled. [Here](#)

Tacoma Police Department in Brief

About

In 1874, a small village on the shore of Commencement Bay incorporated as the City of Tacoma and appointed its first town marshal. Since then, we have grown to serve over 215,000 residents as an agency committed to community-oriented policing, relationship-building and reducing crime through effective partnerships. Our department is accredited by the Commission on Accreditation for Law Enforcement Agencies, which only 2 percent of agencies nationwide hold. The accreditation assures our policies and procedures, management, operations and support services meet the highest standards of contemporary law enforcement.

The Tacoma Police Department provides policing services for the more than 215,000 residents of the City of Tacoma. As of March 2021, 333 sworn personnel and 38 civilians work for TPD. The Department is budgeted for 364 sworn positions, but has 25 unfilled officer positions, five unfilled detective positions, and one open Assistant Chief position. All civilian positions, except one Forensic Services Supervisor position, are filled. The Department's largest Division is its Patrol Division, which is "staffed by five Lieutenants, 26 Sergeants, 15 Patrol Specialists, and 160 Patrol and Traffic Officers." According to TPD, this translates to "approximately 21 Officers patrolling Tacoma at any given time."

[\(LINK\)](#)

Mission Statement

To create a safe and secure environment in which to live, work, and visit by working together with the community, enforcing the law in a fair and impartial manner, preserving the peace and order in our neighborhoods, and safeguarding our Constitutional guarantees.

Values

- Act with Integrity
 - Respect for Our Employees and Citizens
 - Service to Our Community
 - Accountability for Our Actions and Results
 - Team for the Common Good
 - Innovate to Better Serve
 - Reverence for the Law
-

Organization The Tacoma Police Department answers to the City Manager.

It consists of:

Chief

Deputy Chief (Civilian)

Assistant Chiefs/Bureaus

- Ed Wade Operations
- Fred Scruggs Administrative
- Charles P Taylor Investigations

Administrative Bureau The Administrative Services Bureau, under the command of Assistant Chief Fred Scruggs, is the behind-the-scenes section of the Tacoma Police Department.

The areas covered by the Administrative Services Bureau include the Crime Analysis Unit, Computer Services, Accreditation, Quartermaster, Fleet, the Tacoma Police Department's Harrison Range, and the Finance section, which is responsible for the payroll, purchasing and accounts receivable services for the Department.

Additional areas with the Administrative Services Bureau include:

Recruiting and Hiring

Training

Internal Affairs

Fleet

**Investigations
Bureau**

The Tacoma Police Investigations Bureau, under the command of Assistant Chief Charles P. Taylor, is committed to the Community Oriented Policing philosophy and continues to be innovative to better serve the citizens of Tacoma. Our Bureau conducts follow-up investigations on reports generated by the Patrol Division, as well as information provided by citizens.

The Investigations Bureau is comprised of the following areas:

Criminal Investigations Division: Violent Crimes and Major Crimes Sections
Special Investigations Section
Forensic Services Section
Criminal Investigations Division - Violent Crimes Section

The Violent Crimes Section is comprised of the Homicide/Assault Unit and the Special Assaults Unit. The Homicide Unit is led by a Sergeant with 12 assigned detectives who investigate homicides, felony assaults, misdemeanor assaults, adult missing persons and cold cases.

The Special Assaults Unit is led by a Sergeant and 11 assigned detectives who investigate crimes with sexual motivation, child molestation/abuse allegations, Child Protective Service referrals, Adult Protective Service referrals, computer crimes and sex offender registration.

Criminal Investigations Division - Major Crimes Section

The Major Crimes Unit consists of the Special Victims Unit and the Career Crimes Unit. The Special Victims Unit is led by a Sergeant and 12 detectives who investigate domestic violence, juvenile cases, missing children and runaways, arson, general duty cases, and serve protection orders.

The Career Crimes Unit is led by a Sergeant and 11 detectives who investigate burglary, robbery, vehicle crimes, vehicle theft, identity theft, financial crimes and any crime trend.

Special Investigations Section

The Tacoma Police Special Investigations (SI) Section is responsible for investigating Narcotic and Vice-related crimes. SI's mission is to address street-level narcotic and prostitution complaints, identify and remove drug houses in the community, and dismantle and/or disrupt mid-level to high-level drug trafficking organizations. SI Officers operate in a covert fashion and utilize a variety of investigative methods to successfully investigate narcotic/prostitution-related activity.

**Operations
Bureau**

Our Operations Bureau, under the command of Assistant Chief Ed Wade, is committed to community policing and transformation for the betterment of all community members. As an accredited agency by CALEA (Commission on Accreditation for Law Enforcement Agencies), something less than two percent of agencies hold nationwide, the Operations Bureau joins the entire department in striving to provide excellent service and to improve, every day.

Community Policing and Patrol

The Operations Bureau includes two divisions: the Community Policing Division and the Patrol Division. The Community Policing Division is responsible for handling neighborhood and business concerns which require extra time and effort. This is done through our Community Liaison Officers in partnership with other city departments like Neighborhood and Community Services, Tax and License, code enforcement and more. The Patrol Division is responsible for handling calls for service, conducting preliminary criminal investigations, responding to emergencies, enforcing traffic laws and investigating accidents.

The Tacoma Police Department seeks to keep the peace and maintain order throughout our community. Education and mutual partnerships solve many more problems than making arrests. If a problem can be worked out – or compliance gained without arrest – that is our preferred approach.

**General
Information -
Patrol**

The City is divided into four Sectors:

- Sector 1: NW area of the City
- Sector 2: NE area of the City
- Sector 3: South and southwest area of the City
- Sector 4: SE and East side areas of the City

Each Sector has a substation.

Sector 1 Central Substation: 1524 Martin Luther King Way
Tacoma, WA 98405

NE Substation: 4731 Norpoint Way NE
Tacoma, WA 98422

Sector 2 5140 North 26th Street
Tacoma, WA 98407

Sector 3 South 72nd at Wapato Park

Sector 4: East 56th at the park

On any given shift, there are approximately 20-25 patrol personnel on the streets, patrol, sergeants, lieutenants and shift commander.

White vehicles are Patrol officer vehicles. Silver vehicles are supervisor vehicles.

There are ghost vehicles used in policing functions.

There are specialized units staffed with collateral duty officers
Marine, Dive, SWAT, Negotiators, K9, Police Explorers, Motors

Communications The Tacoma Police Department communications are handled by South Sound 911 for call taking, dispatching, recording, documentation of Computer Aided Dispatch reporting and all records requests for audio and video.

The Department is equipped with digital encrypted trunking for the radios and security, using the old Puget Sound Repeater System network. While in the past one could buy a scanner and listen, it takes a pretty expensive and specific radio scanner to listen presently.

TPD primarily uses North Dispatch, South Dispatch, Tac 2 and PIERCE LE11 for communications.

You can listen to the first two [here](#). Online and through the app.

**Body Worn
Cameras –
Dash Cameras**

— In 2020, partly as a result of the in-custody death of Manuel Ellis, the City of Tacoma committed to fielding Body Worn Cameras (BWC). A RFP, evaluation and selection of vendor was done in 3rd Quarter of 2020, and the AXON company's cameras started to roll out in January 2021. Originally scheduled to be completed, trained and in use was to be in April, but Tacoma Police got every uniformed officer a camera by March.

TPD's briefs on BWC [Here](#)

Dash cams are also by AXON, an expansion of the existing contract and paid for using American Rescue Plan Act monies. It was always the plan to eventually incorporate them.

CPAC will review the policies for the Dash Cams when the draft is available, but it's not expected to be too much different than the BWC policies.

The big issues regarding video are storage, management, review, and responding to requests for video. Terabytes of data per day.

Emergency Operations

In large scale incidents or emergencies/disasters, Tacoma Police hosts the City's Emergency Operations Center (EOC) on Pine Street.

The EOC is the City's manner of managing emergent situations, coordinate responses, gather information on impacts and to develop needs requests that are sent to the Pierce County EOC following the National Incident Management System/Incident Command System.

Disaster Declarations are developed as necessary and forwarded on to County, State and Federal Government. To get disaster relief (Stafford Act), a jurisdiction has to show damage and/or needs beyond the community's ability to fund them. Requests cannot include information on damage covered by insurance, damage that is routine course of budgeting or that would supplant local funding. These costs must be over and above what a community can reasonably be expected to afford. FEMA generates a number for each jurisdiction each year.

After the City declares, the County would need to declare and the State would need to declare to get the process started for Federal Relief.

During the emergency, the doors to TPD Headquarters would be locked with restricted access.

Department Policies

The most current Tacoma Police Department policy document can be found [here](#)

(Note: as of the writing of this handbook, the policies are being rewritten in a manner to comply with the laws that were enacted in the 2021 Legislative Session. Use of Force, Pursuits, weapons, equipment limitations were many.)

Complaint Process

There are 2 primary complaint systems in Tacoma Police Department. Both have CPAC review and the policy system has CPAC opportunity to impact.

- Policy Complaint
- Conduct Complaint

Both complaint systems are handled under Internal Affairs.

A brochure about the process is [here](#).

The complete process is found [here](#)

Please note that the Community's Police Advisory Committee only receives [policy](#) complaints related to specific policies and procedures of the Tacoma Police Department. The Committee does NOT receive individual complaints or allegations against the Tacoma Police Department or its officers.

To file a complaint about the Department or its Officers, please visit the Tacoma Police Department's [Internal Affairs web page](#). Complaints can be filed anonymously. All complaints are logged into a system with individual number, and upon resolution/decision, a hard copy wet signed letter from the Chief of Police and a separate hard copy wet signed letter from the City Manager is forwarded to the complainant.

- Tacoma 311 system
- Email [Complaint](#) [Commendation](#)
- Mail 3701 South Pine Street Tacoma, WA 98409
- Phone (253) 798-4722
- Internal Affairs Phone (253) 591-5283
- Walk in at HQ 3701 South Pine Street

Past [complaint results](#)

City of Tacoma

About

The City of Tacoma is a city of approximately 217,000 people located around a peninsula bordering the Puget Sound and Commencement Bay.

It is approximately 60 square miles in acreage.

The City's governance is structured where the Executive branch is administered by a City Manager, the Legislative body is the City Council with Mayor and Deputy Mayor, and primary courts of Tacoma Municipal and Tacoma District Courts.

The City manager reports to the City Council, but does the actual functions of the executive of the city with all departments reporting to that office. The Mayor as president of Council, officiates at meetings, does proclamations and recognitions and ceremonial duties in addition to formally signing ordinances and resolutions.

The City is divided into 58 Council districts, of which 5 are geographically defined positions and 4 are at-large positions represented by 8 Council Members and the Mayor. There is one Council Member representing each district, and three that are at-large members representing the City. The Mayor is also considered at-large and represents the City as a whole.

Meetings are scheduled every Tuesday with a [12PM Study Session](#) and a [5PM City Council](#) formal session.

Additionally, the City Council has subcommittees:

- Economic Development
- Government and Performance
- Community Vitality and Safety
- City Manager performance
- Committee of the Whole.

Each has a meeting schedule, agenda, minutes and recordings [here](#).

2 evening meetings per month are devoted to community forum where people can speak on any topic where Tacoma City Council has jurisdiction. Each Council meeting receives [written comments](#), but restricts public comment to items on the agenda. (Written comments can be submitted to clerk@cityoftacoma.org prior to 4PM on the Tuesday meeting date)

**City
Manager's
Office**

The City Manager's office also maintains the [weekly crime report/ Report to Council](#), Use of [Deadly Force update page](#), [Transformation Status](#) (Systems Transformation, Anti-racist, and Diversity, Equity and Inclusion.) and other publicly accessible information.