



*City of Bainbridge Island*  
**PLANNING & COMMUNITY DEVELOPMENT**

*Code Enforcement Confidentiality Policy*

**Purpose**

The following policy addresses the confidentiality of code enforcement complaints for the City of Bainbridge Island's Department of Planning and Community Development. Specifically, this policy outlines protocols for confidentiality, anonymity, and release of records. This policy modifies the policy adopted in 2005, based upon legal recommendation. The code enforcement request for investigation form has been modified in accordance with this policy.

**Policy**

- 1) Confidentiality
  - a) The names of complainants will generally **not** be kept confidential.
  - b) The request for investigation form allows for the complainant to request that information be kept confidential if the person fears that disclosure would endanger the person's life, physical safety or property. However, the City's ability to keep such information confidential is strictly limited by state law and no guarantee of confidentiality will be made to any complainant.
  - c) Complainants prior to this policy will be contacted prior to their information being released, in order to allow a request in accordance with (b) above.
- 2) Anonymous Complaints
  - a) "Anonymous" (no complainant information provided) requests will be reviewed for validity and processed accordingly.
- 3) Release of Records
  - a) Code Enforcement case files may be viewed by members of the general public. To view files, a formal request for documents must be submitted as per city policy. Active files may require an appointment to view.
  - b) If indicated on the request form, a status update will be periodically provided to the complainant.