



VILLAGE OF BARNEVELD POLICE DEPARTMENT

403 E Business Hwy ID
Barneveld Wisconsin 53507

Phone: 608-574-0118 * Fax: 608-924-0032 * Email: barneveldpd@mhtc.net

Citizen Complaint Form

Complainant and Contact Information

| | | |
|---|------------|------------|
| Name: | | |
| Address: | | |
| City | State | Zip Code |
| Home Phone | Work Phone | Cell Phone |
| Statement Giver is: <input type="checkbox"/> Aggrieved Party <input type="checkbox"/> Witness to Incident <input type="checkbox"/> Other | | |

Involved Barneveld Police Personnel and Incident

| |
|---------------------------------|
| Officer Name and/or Number |
| BPD Case Number (if Applicable) |
| Location |
| Allegation(s) |

Please attach a narrative of the incident to this form

Please read carefully before signing

- I request my name be kept confidential
- I request my name, address and phone number be kept confidential
- I will not provide any information regarding this matter unless I am pledged confidentiality as indicated above.
- I do not request confidentiality in regard to this matter.

By signing the line below, I am affirming that I have read the letter from the Chief of Police pertaining to the complaint process and confidentiality; the details contained in my statement are true and correct to the best of my knowledge.

Signature

Date



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Dear Citizen:

Thank you for contacting the Barneveld Police Department to express your concerns. The Barneveld Police Department is committed to investigating complaints in an open and fair manner with determining the truth as our primary objective. To assist us with this effort, please provide as much information as possible, including specific dates, times and the names of officers involved. State the reasons you believe the officer's conduct was inappropriate and provide us with the names of witnesses and how they can be contacted. It is especially important that you provide us with your contact information as well. You may use additional paper as needed.

Before completing and signing your statement please read the section regarding confidentiality and selects the statement of your choice. Your complaint and related documents are a public record and subject to disclosure upon a request for documents from the news media or any other person. The department routinely discloses summaries of complaint investigations and their dispositions to the news media. If you request confidentiality, the department will make every legal effort to respect your request. However, it is not possible to guarantee confidentiality.

It is also important to note that depending upon the nature of your complaint, it may not be necessary for you to submit your complaint in writing. Many citizen complaints can be more efficiently and appropriately addressed by speaking directly with the employee's Supervisor.

If you choose to submit your complaint in writing, you may mail it or drop it off in person at:

Barneveld Police Department
Attn: Chief of Police
403 CTH ID
Barneveld, WI 53507

You may decide to take your complaint directly to the Barneveld Finance/Personnel Committee. (FPC) Forms for the purpose are available in the Village clerk's Office. In some cases, the department or officers involved may take your complaint to the FPC. Any proceedings before the FPC are public. Documents related to FPC proceedings are public records and are generally subject to disclosure under Wisconsin Law.

Lastly, the department is required by State law to inform you that, "Whoever knowingly makes a false complaint regarding the conduct of law enforcement officer is subject to a Class A forfeiture."

Sincerely,
Jeremy Oyen,
Chief of Police