





## CITIZEN COMPLAINT FORM

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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 select 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 East Business Hwy ID  
Barneveld, WI 53507

You may decide to take your complaint directly to the Barneveld Finance Committee. Forms for that purpose are available in the Village clerk's Office. In some cases, the department or officers involved may take your complaint to the Committee. Any proceedings before the Committee are public. Documents related to all 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

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