



CITY OF SANDUSKY POLICE DEPARTMENT - ERIE COUNTY, OHIO

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## CITIZEN COMPLAINT FORM

### HOW TO MAKE A COMPLAINT – *Please read carefully and fully*

1. If you wish to make a complaint about the actions of a police officer or about any aspect of police operations, please:
  - a. Come to the Department and tell any employee that you want to make a complaint; or
  - b. Call the Department and tell the person answering the phone that you want to make a complaint; or
  - c. Write your complaint and mail it to the Chief of Police.
2. A supervisory officer will assist you in filling out a Citizen Complaint form. This form asks you to identify yourself and then give specific details about your complaint.
3. Your complaint will then be investigated. You may be contacted and asked additional questions about your complaint.
4. If it is going to take a long time to investigate your complaint, you will be contacted telling you approximately when you may expect a reply.
5. When your complaint has been investigated, the Chief of Police will review the investigation and you will be notified explaining what has been found out about the matter.

# Sandusky Police Department - Citizen Complaint Form

IAD# \_\_\_\_\_

Your Name: \_\_\_\_\_ DOB: \_\_\_\_\_

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

What phone number? Residence: \_\_\_\_\_

Employment: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Name of officer(s) against whom complaint is being filed, or other identifying marks (car number, badge number, etc...):

Name(s)/address/phone number or other identifying information of witnesses to incident:

Description of incident and complaint. Please be as specific as possible:

I understand that this statement of complaint will be submitted to the Sandusky Police Department and may be the basis for an investigation. Further, I declare and affirm that my statement has been made by me voluntarily without persuasion, coercion, or promise of any kind.

I understand that, under regulations of the police department, the officer against whom this complaint is filed may be entitled to a hearing. By signing and filing this complaint, I hereby agree to appear and to testify under oath concerning all matters relevant to this complaint.

I sincerely and truly declare and swear that the facts contained herein are complete, accurate, and true to the best of my knowledge and belief.

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Signature of Complainant

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Date

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Signature of Person Receiving Complaint

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Date and Time Received