



MINOCQUA POLICE DEPARTMENT

DAVID J JAEGER
CHIEF OF POLICE

P.O. BOX 346
418 E. CHICAGO AVE.
MINOCQUA, WI, 54548

PHONE: (715) 356-3234
FAX: (715) 356-1482
EMAIL: djaeger@minocquapd.com

Dear Citizen:

Thank you for contacting the Minocqua Police Department to express your concerns. The Minocqua 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 names of the Police Department employees involved. State the reasons you believe the employee'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 request. 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:

Minocqua Police Department
Chief David J Jaeger
P. O. Box 346
418 E. Chicago St
Minocqua, WI 54548

You may contact me to discuss the nature of your complaint. Lt. Jason Benbenek and Sgt. Dave Geiss may also be able to answer any questions you may have about the process.

In some cases, disciplinary action may be taken against the employees involved in your complaint. In such cases, the employee may ask for an appeal hearing. You may be asked to be present for such hearing to give testimony. Any such proceedings are public record 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 a law enforcement officer is subject to a Class A forfeiture."

Sincerely,

David Jaeger – Chief of Police
Minocqua Police Department



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Date/Time Reported: _____

Complainant: _____ Phone: _____ DOB: _____

Address: _____ City: _____ State: _____

Involved MPD Personnel: _____

Date/Time of Occurrence: _____ Location _____

Allegations: _____

Please Attach Additional Sheets as Necessary

Please Read Carefully Before Signing:

Choose one statement regarding confidentiality:

_____ I request my name be kept confidential.

_____ I request my name, address and phone number be kept confidential.

_____ I will not provide any information unless I am guaranteed confidentiality.

_____ I do not request confidentiality regarding this matter.

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 _____

***Please Note: §946.66, Wisc. Stats. Requires that the following statement be included on this form:**

If you knowingly make a false complaint regarding the conduct of a law enforcement officer, you may be subject to arrest and a \$10,000 fine. Complainant's Initials: _____

Signature of Receiving Supervisor/Date: _____

Supervisor's Response to Above Allegation: (Attach additional page(s) and or *Employee Intervention/Corrective Action Record* if appropriate.) _____

Supervisor's signature: _____

Complaint Disposition:
Unfounded
Not Sustained
Sustained
Exonerated
Policy Failure

Personnel Investigations
Case Number: _____

Chief of Police

Date