



# St. Anthony Police Department

## Citizen Complaint Report

### Written & Signed Complaints

The St. Anthony Police Department is committed to maintaining integrity, discipline, and a relationship with the community of trust and confidence.

If you believe an employee of the St. Anthony Police Department has behaved in an inappropriate manner, you are encouraged to inform the department. Frequently, complaints and concerns can be handled without filing a “formal” complaint. If you would like to make a concern or complaint known to the department without filing a written complaint, you may contact the on-duty police supervisor by:

- Calling 612-782-3350 and requesting to speak to the on-duty police supervisor.
- Coming to the police department at the address below. If it is outside of normal business hours, you can call 911 and ask to speak to the on-duty supervisor.

If you decide you would like to file a written complaint, please complete the form fully and accurately. When describing the incident, write down a detailed account as you remember it. Whenever possible, include the location, date, time, and telephone number, and the names and addresses of other known witnesses. If known, give the name(s) of the officer(s) involved. If you do not know the officer’s name(s), use the narrative section to describe the officer(s) in as much detail as you can remember. If necessary, attach additional sheets to this form. It’s also important that you include as much as you remember of any conversation you or others had with the officer(s) or any actions taken by the officer(s). Describe in detail what you feel the officer(s) or any police department employee did that was improper. Before an investigation can begin, state law requires that a signed, written complaint be completed; therefore, sign the form in the area marked, “Citizen Signature.”

When you have completed the Complaint form, either bring it to the police department or mail it to:

**Complaints Investigator c/o  
Chief of Police  
St. Anthony Police Department 3301  
Silver Lake Road  
St. Anthony, MN 55418**

Upon receipt of your completed form, your complaint will be investigated. Be advised that an investigator may contact you for follow up information to assist in the investigation. Upon completion of the investigation, a “Finding of Fact” will be determined. Please allow four to six weeks for the investigation to be completed. You will be notified by letter with the disposition of your complaint.

### Anonymous Complaints

Anonymous complaints are particularly difficult to investigate. In the interest of a thorough investigation, the St. Anthony Police Department does not encourage citizens to report complaints anonymously.



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The Mission of the St. Anthony Police Department is to improve the overall quality of life by preserving the peace and safety of the community.

### ***Citizen Information (person reporting complaint)***

Citizen Name	Phone Number	Email Address
Address (include street address, city, state and zip code)		

### ***Complaint Information***

Incident Date and Time	Incident Location	Case Number (if known)
Employee Name (Badge number, if known)	Additional Employee Name (if applicable)	Additional Employee Name (if applicable)
Witness Name	Witness Address	Witness Phone Number
Witness Name	Witness Address	Witness Phone Number

Describe Basis for Complaint (attach additional sheets if necessary)

Please tell us how you would like to see your complaint resolved

Citizen Signature

Date

***If you have questions, call the St. Anthony Police Department at 612-782-3350***

### ***Receipt and Disposition Information (to be completed by Police)***

Employee Receiving Report	Date/Time Received	Referred to
Date Formal Complaint Initiated	Final Disposition Date	Case Number



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The Mission of the St. Anthony Police Department is to proactively arrest offenders and prevent crime, while working with the community to solve problems and improve the overall quality of life for all we serve.

Describe Basis for Complaint (Continuation)