



Carver County Sheriff's Office

Written & Signed Complaints

Carver County Sheriff's Office is committed to maintaining integrity, discipline, and a relationship with the community based on trust and confidence through transparency.

If you believe an employee of the Carver County Sheriff's Office has behaved in an inappropriate manner you are encouraged to inform the Office. 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 office without filing a written complaint, you may contact the on-duty supervisor by:

- ✓ Calling 952-361-1231 any time of day or night and ask to speak to the on-duty supervisor.
- ✓ Coming to the Sheriff's Office at the address below. If it is outside normal business hours and the Sheriff's Office is closed, you can use the phone in the lobby and ask to speak to the on-duty supervisor.

Carver County Sheriff's Office, 606 East 4th Street, Chaska MN 55318

If you decide you would like to file a written complaint, please complete this form fully and accurately. When describing the incident, write down a detailed account as you remember it. 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 any 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 sheriff's office employee did that was not proper. 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 Sheriff's Office, Monday through Friday, 8:30 a.m. to 4:30 p.m. or mail it to:

Lieutenant of Investigations and Professional Responsibility
Carver County Sheriff's Office
606 East 4th Street,
Chaska MN 55318

Upon receipt of your completed form, your complaint will be reviewed by the appropriate personnel. Upon completion of the review, the sheriff's office will notify you by letter with the disposition of your complaint.



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Citizen Complaint Report

Citizen Information (person reporting complaint)

Citizen Name	Home Phone	Other Phone
Address (Include Street Address, City, State and Zip code)		

Complaint Information

Incident Date and Time	Incident Location	Case Number (If Known)
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		

Acknowledgement

The Carver County Sheriff's Office strives to address citizen complaints and concerns regarding the actions of our employees in a timely and thorough manner. In this way, we can provide a better relationship between the Sheriff's Office and the citizens of Carver County. However, frivolous or malicious complaints do nothing to enhance this relationship and create unnecessary hardship for our employees. Therefore, complainants must provide truthful and accurate information to the best of their ability. Anyone who makes a false allegation of police misconduct, knowing that the allegation is false, may be charged under Minnesota State Statute 609.505 Subdivision 2, Falsely Reporting Police Misconduct.

Citizen Signature	Date
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Receipt and Disposition Information (to be completed by Sheriff's Office Personnel)

Employee Receiving Report	Date/Time Received	Date Assigned	
Assigned to:	Supervisory Review	Administrative Review	Internal Affairs
Case Number	Date Completed		