

Dated	Signature

INSTRUCTIONS FOR COMPLETING THIS FORM

1. Please print neatly and carefully in black or blue ink.
2. Describe the incident in a short and concise manner. If you cannot fit all of the information in the space provided, consider revising your statement to make it shorter. Only attach additional sheets if absolutely necessary.
3. Include only information that you know or experienced firsthand; do not guess, do not exaggerate.
4. By signing the form you are asserting that the information contained in it is true and correct.
5. This is not intended to be legal advice. If you have questions about your rights, you should speak with a licensed attorney.

INSTRUCTIONS FOR SUBMITTING THIS FORM

1. Each city and county has a unique complaint submission process. This form is designed to be submitted by mail to maximize the likelihood that it is retained and recorded by the responsible government agency.
2. Determine which department or government agency you should send this form. Keep in mind, there may be more than one if several officers were involved.
 - a. If the officers involved in the incident worked for a small city or town, then send this form to the city administration department.
 - b. If the city is large enough to have police department outside of city hall, send this form to the police department's internal affairs division or administration division.
 - c. If the officers involved in the incident were sheriff's deputies, send this form to the county sheriff's internal affairs division or administration division.

3. Find the correct mailing address. Most city police departments and county sheriff's offices maintain websites with their current mailing address. This information can also be found in a phone book.
4. Complete a cover letter in a form substantially similar to the attached template.
5. Determine which state representative and/or state senator to send a copy of your cover letter and the form. If you do not know who represents you, the state website has a great tool. In Iowa, go to: www.legis.iowa.gov/legislators/find and enter your address into the search bar. In Minnesota, go to: <https://www.leg.state.mn.us/leg/districtfinder>
6. Mail the completed form, and the cover letter to both the correct city / department **and** your state representative and/or state senator.
7. Make sure your voice is heard! Mail a copy of the completed form and cover letter to:

The Biker Lawyers
P.O. Box 547
Cedar Rapids, IA 52406-0547

or

The Biker Lawyers
17800 Excelsior Blvd.
Minnetonka, MN 55345

COVER LETTER SAMPLE/TEMPLATE

John Doe

123 USA Lane

Anytown, Iowa 52400

Month, Day, Year

Anytown Police Department

Attn: Internal Affairs/Administration

987 Anytown Road.

Anytown, Iowa 52400

RE: Submission of Police Conduct Complaint Form for Incident Dated date of incident

Dear Sir or Madam:

I believe I was the victim of police misconduct which I wish to report. The misconduct is described on the Iowa Universal Police Conduct Complaint Form which I have enclosed. If I have addressed this to the wrong office, division, or department, please see that it is directed appropriately.

Because I believe police misconduct is an important issue facing Iowa and the USA, and because I wish to ensure that my complaint is not misplaced or overlooked, I have copied my state representative and/or state senator, Name, to this letter.

If an investigator or internal affairs officer wishes to speak with me about the incident, I can be reached by the contact information provided on the form.

Sincerely,

John Doe

Copies to:

Name of representative

Name of senator

Pete Leehey