The City of Xenia has an excellent police force and is proud of the service the Xenia Police Division is able to provide to our community. All of the Xenia Police Division officers are highly trained to give the citizens in this community the best possible service.

Reporting a Good or Bad Experience with the Police Division.

The Xenia Police Division realizes that from time to time someone may be very happy with the service they receive from an officer. In these instances, the Division asks that you bring any experience, good or bad to our attention. The division will review your experience to ensure it was handled correctly.

- We will ensure that the Officer receives the proper praise or discipline.
- We will take steps to correct any mistakes which may have been made.

You may initially bring any problem to the attention of the Xenia Police Division by completing the attached form and mailing it or dropping it off in person.

If you wish to be contacted regarding your complaint, please include your name, address and phone number with your complaint. Anonymous complaints will also be accepted.

Steps to making an inquiry and receiving a response.

The Xenia Police Division suggests the following steps to resolve any questions you may have:

1. If you have a complaint or praise about an officer, or about the way an incident was handled within the past few hours, call 937-372-9901 and request to talk to the shift supervisor. The communications operator answering your call may request a phone number or address where you can be contacted, as your request will be relayed to the shift supervisor. If you are unhappy with the results you receive at this point proceed to step two.
2. If the complaint or praise involves the shift supervisor or occurred some time ago, call the Patrol Services Captain at 937-376-7222, Monday through Friday between 8:00 a.m. and 4:00 p.m. to express your concerns. Or complete and return the attached form.
3. If your complaint or praise cannot be resolved at step one or two, or if the complaint is of a serious nature, you may file a formal written complaint. In some instances, the division may request you to file a formal written complaint. The Internal Affairs Unit may investigate this formal complaint. A written confirmation will be sent to you stating the complaint is under investigation. Once the investigation is completed, you will receive a letter informing you of the finding and outcome of the investigation.

Description of Incident:

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You must complete this section if you wish to be contacted reference this incident:

Name:_____

Address:_____

City:_____ State:_____

Zip:_____

Daytime Phone:_____

Response Form

Please complete this form to the best of your ability. Both sides of the form must be completed if you wish to receive a response.

Return the completed form to the following address:

Xenia Police Division
101 North Detroit Street
Xenia, Ohio 45385
Fax: 937-372-8014

____ Good Experience ____ Bad Experience

Date/Time Occurred:_____

Report Number:_____

Officer:_____

Please describe the incident in detail:

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For more information or questions, contact:

Xenia Police Division

101 North Detroit Street

Xenia, Ohio 45385

937-376-7221

Fax: 937-372-8014

This Badge Means We Care!!!!!

We Would Like To Hear From You!!

- Have you had a good experience with the Xenia Police Division?

If so we want to hear from you!!

- Have you had a bad experience with the Xenia Police Division?

If so we want to hear from you!!