



SPD127B rev. 07/05

SHEBOYGAN POLICE DEPARTMENT

1315 N 23rd St, Suite 101, Sheboygan, WI. 53081-3180

PHONE 920-459-3333 FAX 920-459-0205

NEWS RELEASE

Change in Administrative Hours at the Sheboygan Police Department

FOR IMMEDIATE RELEASE:

DATE: 11/04/2015

FOR MORE INFORMATION, CONTACT

NAME: Capt. Steve Cobb

TELEPHONE: (920)459-4268

CASE NO.

Effective Monday, November 16th, 2015, the Sheboygan Police Department will be changing the hours that administrative inquiries and business functions will be available at the front desk of the Police Department. Beginning November 16th, the Police Desk will be open for administrative inquiries from:

Monday thru Friday	-	7::30 am to 7:00 pm
Saturday	-	9:00 am to 1:00 pm
Sunday		Closed

The police desk is generally the point of contact with the public for routine, non-emergency requests. Business requests for records, accident reports, parking tickets, animal licenses and any non-emergency information requests will be handled during these business hours.

Walk in traffic at the Police Facility at 1315 N 23rd St. will have a vestibule phone that will connect them with the communications center.

The police department's phone number, (920) 459-3333, has an answering system that will direct requests to the appropriate desk during non-business hours. Calls reporting crime and requesting a police officer will still be directed to and answered in the communication center. Administrative requests will be directed, through the voice and key prompts menu, to the appropriate division of the department.

For specific extensions and email addresses, the phone directory of the Sheboygan Police Department is posted on our website at <http://sheboyganpolice.com/contact-info/>.

The Forms page of the website also has a variety of forms for citizens to communicate information to the Sheboygan Police Department, including filing non-emergency crime reports. These forms can be located at <http://sheboyganpolice.com/regulations/>.