

CITIZEN COMPLAINT FORM

Date: _____

1. Complainant's Name: _____
(Last) (First) (Middle)

2. Address: _____

3. Home Phone No: _____ 4. Date of Birth: _____

5. Business Phone No: _____ 6. Work Hours: _____

7. Incident Date & Time: _____

8. Incident Location: _____

9. Name, Badge No., and Rank of Accused Employee(s), if known, or Description:

10. Witness(es) to Incident:

(a) Name: _____
(Last) (First) (Middle)

Address: _____

Home Phone No: _____ Business Phone No: _____

(b) Name: _____
(Last) (First) (Middle)

Address: _____

Home Phone No: _____ Business Phone No: _____

If necessary, add additional names of witnesses on the back of this form.

12. Board of Police and Fire Commissioners

Pursuant to Section 62.13 (5) of the Wisconsin Statutes you may, as an alternative, file your complaint directly with the Board of Police and Fire Commissioners.

Unless the complaint is against the Chief, a complaint filed with the Board will be referred to the Chief for informal resolution. If the complaint is not resolved by the Chief to the satisfaction of the complainant, the complainant may request a formal hearing before the Board of Police and Fire Commissioners provided that he or she shall file a written request with the President of the Board within thirty (30) days of written notification from the Chief regarding his disposition of the complaint.

Filing of a complaint on this Department's Citizen Complaint Form will be considered as a voluntary waiver by the complainant of his or her right to file a complaint directly with the Board of Police and Fire Commissioners.

13. Complaint Procedure:

Investigation of a complaint filed on the Department's Citizen Complaint Form will be completed within thirty (30) days at which time the complainant will be provided a written disposition from the Chief. If the complaint is not resolved to the satisfaction of the complainant, the complainant may either request a meeting with the Chief of Police to discuss the matter or file a written request for a hearing on the complaint with the Board of Police and Fire Commissioners. This request must be filed with the President of the Board of Police and Fire Commissioners within thirty (30) days of receiving written notification from the Chief regarding disposition of the complaint.

The Board of Police and Fire Commissioners shall review all investigatory reports of the incident and any supporting or conflicting documentation, and in its discretion, either schedule a formal hearing before the Board, or place the complaint on file.

14. False Complaints of Police Misconduct

ss. 946.66, as established prohibits the filing of false complaints of police misconduct. 946.66 (2) states, "Whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a Class A forfeiture."

Signature: _____
Complainant

Witnessed: _____
Supervisory Officer