

Reedsburg Police Department Citizen Complaint Form Instructions

- Complete all but the last page of the attached form. Place the completed form in the envelope provided and mail it, or drop it off at the police station. If you need assistance completing the complaint form, call the police department and ask for a supervisor.
- Once we receive your complaint form a supervisor will contact you and explain the complaint process and your options as a complainant. She/He will ask you to swear to the accuracy of your complaint before a notary.
- Your complaint will be investigated as quickly as possible. You will be notified if the investigation will take longer than 30 days. You will be notified of the outcome of the investigation by mail.
- Your identity is required on the attached form, but you may request that your identity be kept confidential by checking the appropriate box. Your request will be honored if circumstances warrant.
- If your complaint is against the Police Chief you should deliver the completed form to the Mayor or the City Administrator without delay. They will see that your complaint is delivered to the Police & Fire Commission, and City officials will keep you informed of the status of your complaint.
- If your complaint is against a police officer you have the right to file it directly to the Board of Police & Fire Commissioners. However, the Board will simply forward it to the Police Chief for investigation. Filing directly with the Police Chief will expedite the investigation of the complaint, but is considered a waiver of your right to file directly to the Board.
- If your complaint is against a civilian employee it must be filed with the Police Chief.
- If your complaint against a police officer is not resolved to your satisfaction by the Police Chief, you must request a meeting with the Chief to discuss the matter, or you may request a formal hearing before the Board, provided you file a written request with the Board's president within 30 day of your receipt of the Police Chief's decision.
- If you request a hearing, the Board of Police & Fire Commissioners will review all investigation reports of your complaint. Then the Board will either schedule a public hearing or place the complaint on file without further action. In either case you will be notified in writing.
- If your complaint against a civilian employee is not resolved to your satisfaction by the Police Chief, you may request a meeting with the Chief to discuss the matter, or contact the City Administrator to review your complaint.

If you have any questions, call 608-524-2376 and ask to speak to a supervisor or the Police Chief.

Notice:

Whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a Class A forfeiture under Wisconsin Law.

**City of Reedsburg Police Department
Citizen Complaint Form**

1. Your Name: _____ 2. Date of Birth: _____

3. Address _____
(Number) (Street) (City) (State and zip code)

4. Phone _____
(Home) (Cell) (Work)

5. Date of incident: _____ 6. Time: _____

7. Location: _____

8. Name(s) of police department employees involved:

9. Witnesses:

Name	Phone
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

10. PREFERENCES CONCERNING CONFIDENTIALITY: (check all that apply)

- _____ I REQUEST THAT MY NAME BE KEPT CONFIDENTIAL
- _____ I REQUEST THAT MY ADDRESS AND PHONE NUMBER BE KEPT CONFIDENTIAL
- _____ I REQUEST THAT SOURCES OF INFORMATION PROVIDED AS PART OF THIS COMPLAINT BE KEPT CONFIDENTIAL
- _____ I DO NOT REQUEST CONFIDENTIALITY IN THIS MATTER

(Note: All Police & Fire Commission hearings are public by law)

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Citizen Complaint Form**

(For office use only. Do not complete until directed to do so)

Notary: "In order to notarize this document, I will need to have you specifically swear or affirm to me that the statements made in it are all true. Are you willing to do that?"

_____ Yes _____ No

Swearing

Notary "Would you please raise your right hand?"

" Now do you solemnly swear that the statements in this document I have asked to notarize are the truth, the whole truth and nothing but the truth, so help you God?"

Answer _____

Affirming

Notary: "Would you please raise your right hand?"

"Now, do you solemnly affirm under penalty of perjury that the statements in this document I have been asked to notarize are the truth, the whole truth and nothing but the truth?"

Answer _____

Verification Under Oath

State of Wisconsin)
 Sauk County) ss

I, _____, the above named complainant, being duly sworn, on oath depose and state that I read the forgoing complaint, and that I know it is true and complete to my own knowledge, except as to those matters based upon information and belief, and as to those matters, I believe the same to be true.

Complainant's Signature

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public, Sauk County, Wisconsin

My commission expires on: _____ . Affix seal