BARABOO POLICE DEPARTMENT
CITIZEN COMPLAINT FORM

Persons making complaints against police officers are advised in accordance with SS 66.312(3) and 946.66 that "Whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a Class A forfeiture".

Date: _____

1. Complainant's Name: _____
   (Last) (First) (Middle)
2. Address: _____
3. Phone No: _____ 4. Date of Birth: _____
5. Business Phone No: _____ 6. Work Hours: _____
7. Incident Date and Time _____
8. Incident Location: _____
9. Name and Rank of Accused Officer (s), if known, or Description:
   _____
10. Witness to Incident:
    (a) Name: _____
    (Last) (First) (Middle)
    Address: _____
    Phone No: _____ Business Phone:_____
    (b) Name: _____
    (Last) (First) (Middle)
    Address: _____
    Phone No: _____ Business Phone: _____

If necessary, add additional witness name on the back of the form.

11. Summary: _____
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If necessary, add additional details on back of the form.

12. <u>Board of Police and Fire Commissioners</u>

Pursuant to Section 62.13(5) of the Wisconsin Statues 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 Department's <u>Citizen Complaint Form</u> 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 Procedures:

Unless extended by order of the Chief of Police, 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 handle complaints filed with the Board as provided by section 62.13, Wis. Stats.

14. Details of Incident:

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Signature: _____
Complainant

original – Chief of Police copy - Complainant