



# POLICE DEPARTMENT

125 South Sawyer Street • Shawano, WI 54166  
(715) 524-4545 FAX (715) 524-2786 www.shawanopd.org

Dedication • Service • Excellence

## CITIZEN COMPLAINT FORM

Date: \_\_\_\_\_

Complainant's Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Business Phone No.: \_\_\_\_\_ Work Hours: \_\_\_\_\_

Incident Date and Time: \_\_\_\_\_

Incident Location: \_\_\_\_\_

Name, Badge Number, Rank of Accused Officer (if known), or Description:

### Witnesses:

1. Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Relationship to complaint: \_\_\_\_\_

2. Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Relationship to complaint: \_\_\_\_\_



**Board of Police 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 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 Commissioners provided that he/she shall file a written request with the President of the Board within (30) days of written notification from the chief regarding his disposition of the complaint.

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

**Complaint Procedure:**

All formal citizen complaints are referred to the Chief of Police or his designee for investigation. Investigation of your complaint will be completed within thirty (30) days. The Chief of Police or designee will contact you to the disposition of your complaint. If your complaint is not resolved to your satisfaction, you may request a meeting with the Chief of Police to discuss this matter.

Under section 62.13(5) of the Wisconsin Statutes, any aggrieved person may file charges against a law enforcement officer with the President of the Police Commission. If charges involve the officer(s) and incident(s) named in this complaint, the Chief of Police may suspend further action on your complaint pending disposition of charges by the Police Commission.

Person(s) making false statement in their complaints may be in violation of Wisconsin Statute 946.32 and/or 946.41 and could be criminally prosecuted.

Signature: \_\_\_\_\_  
Complainant

\_\_\_\_\_  
Date